

Monadnock Regional School District & SAU #93
School Board Meeting Agenda
September 1, 2026
Zoom (7:00 PM)

Meeting ID: 812 6813 3962

Passcode:069035

Phone: +13126266799

The public is encouraged to attend MRSD Board meetings.
Comments are welcome during the 'Public Comments' portions of the agenda.

“We collaborate not just to teach, but also to engage and educate every student in our district in an environment that is challenging, caring, and safe, while fostering lifelong learning.”

1. CALL THE MEETING TO ORDER 7:00
2. PUBLIC COMMENTS (15 minutes)
3. MATTERS FOR INFORMATION & DISCUSSION
 - a. Summer Programming Update
 - b. Student-Athlete Handbook
 - c. Review Estimates for Board-Proposed Budget Items
 - d. Debrief from HB1300 Tax Cap Training
4. MATTERS THAT REQUIRE BOARD ACTION
 - a. Guardrails for Proposed Budget
 - b. * Policies for 2nd Read
 - i. JFABD: Admission of Homeless Children and Unaccompanied Youth
 - ii. JLCD: Administering Medication to Students
 - iii. EBCA: Crisis Prevention and Emergency Response Plan
 - iv. EHB: Data/Records Retention
 - v. AC: Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan
 - vi. ACA: Discrimination and Harassment Grievance Procedure
 - c. * Annual Audit: Required Board Survey
 - d. * Ratification of Specialists Contract
 - e. * Approve the Consent Agenda (August 11th, Minutes, Manifest, Transfers)
5. SETTING NEXT MEETING'S AGENDA
 - a. September 15th, 2026
 - i. HEARING for next steps in the sale of Cutler School
6. PUBLIC COMMENTS (15 minutes)
7. NON-PUBLIC SESSIONS under RSA 91-A:3. II
 - a. Additional non-public sessions, TBD as required
8. ADJOURNMENT

SINGLE DISTRICT SCHOOL ADMINISTRATIVE UNITS

RSA 94-C:3 – Single District School Administrative Units; Exemption. Single district school administrative units shall be considered the same as a single school district and shall be exempt from meeting the requirements of this chapter, except that they shall provide superintendent services pursuant to RSA 194-C:4

NONPUBLIC SESSIONS

RSA 91-A:3– II. Only the following matters shall be considered or acted upon in nonpublic session:

- (a) **The dismissal, promotion, or compensation of any public employee** or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
- (b) The **hiring** of any person as a public employee.
- (c) Matters which, if discussed in public, would likely adversely affect the **reputation** of any person, other than a member of the public body itself, unless such person requests an open meeting.
- (d) Consideration of the **acquisition, sale, or lease of real or personal property** which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- (e) **Consideration or negotiation of pending claims or litigation** which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled.
- (i) Consideration of matters relating to the **preparation for and the carrying out of emergency functions**, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
- (j) **Consideration of confidential, commercial, or financial information** that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.
- (k) Consideration by a school board of entering into a **student or pupil tuition contract** authorized by RSA 194 or RSA 195-A,
- (l) **Consideration of legal advice provided by legal counsel**, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

CALENDAR OF UPCOMING MRSD MEETINGS:

09/01/2026	Safety Committee	6:00 pm	MRMHS Library
09/01/2026	MRSD/SAU 93 School Board	7:00 pm	MRMHS Library
09/08/2026	Policy Committee	6:00 pm	SAU Conference Room
09/10/2026	Finance & Facilities Committee	5:30 pm	SAU Conference Room
09/15/2026	Orientation Committee	6:00 pm	MRMHS Library
09/15/2026	MRSD/SAU 93 School Board	7:00 pm	MRMHS Library
09/29/2026	Budget Committee	7:00 pm	MTC Library
10/06/2026	Safety Committee	6:00 pm	MRMHS Library
10/06/2026	MRSD/SAU 93 School Board	7:00 pm	MRMHS Library

Meetings will be in person for all Board & Committee Members. The public is encouraged & welcome to attend either in person or through Zoom. Public comments are welcome in person during the ‘Public Comments’ portions of the agenda.

**** Please note: All Committee Meeting dates, times, and locations are posted in the SAU 93 Reception Lobby, on the MRSD website calendar, and in the schools and towns of MRSD. In the event of a snow day, the school board meeting will be rescheduled for the following school day.****



**MONADNOCK REGIONAL
MIDDLE HIGH SCHOOL**

Student-Athlete Handbook

—2026 - 2027—

580 Old Homestead Highway

Swanzey, NH 03446

603-352-6575

<https://www.mrsd.org>

Monadnock Regional School District Mission Statement

The Monadnock Regional School District is a combined community of learners, education professionals & support staff, volunteers, businesses & civic organizations, tax-payers, and families who represent the towns of Fitzwilliam, Gilsum, Richmond, Roxbury, Swanzey, and Troy.

We embrace our shared responsibility to guide students to become active citizens who are both empowered and inspired to contribute to the future of their community.

Therefore, we collaborate not just to teach, but also to engage and educate every student in our district in an environment that is challenging, caring, and safe, while fostering life-long learning.

Table of Contents

Introduction.....	4
Monadnock Regional Middle High School Athletics Philosophy.....	4
Varsity Level.....	5
Sub Varsity Level - Junior Varsity.....	5
Athletic Program Goals.....	6
Stakeholder Expectations.....	6
Student-Athlete's Code.....	7
ELIGIBILITY AND PARTICIPATION REQUIREMENTS.....	9
Extracurricular Eligibility - Policies, Rules & Guidelines.....	10
Charter, Home Educated, and Non-MRMHS Students.....	12
Attendance Requirements.....	13
Student-Athlete Practice and Contest Requirements.....	13
Return from injury/illness.....	14
School Behavior/Conduct for Student-Athletes.....	15
Transportation Policy.....	15
NHIAA POLICIES AND PROCEDURES.....	16
Age of Athletes.....	16
Media Relations.....	16
Transfer Rule.....	16
Non-School Competition.....	16
Penalties.....	17
TEAM SELECTIONS, GUIDELINES, AND AWARDS.....	17
Team Selection.....	17

Varsity Letters.....	17
Captains.....	18
Multi-Sport Athletes.....	18
Student Team Manager Role & Expectations.....	19
Season Schedule.....	20
Game Schedule.....	20
Dress Code.....	20
Game Procedures.....	20
School Cancellation.....	21
Dropping a Sport.....	21
Uniform Return.....	21
College Recruitment.....	21
Awards.....	21
Memberships.....	22
MONADNOCK REGIONAL DUE PROCESS.....	22
MONADNOCK STUDENT-ATHLETE CODE OF CONDUCT.....	23
Sportsmanship.....	23
Vandalism or Theft.....	23
Hazing.....	23
Drug & Alcohol Violation.....	24
STUDENT-ATHLETE MEDICAL AND HEALTH CONCERNS.....	25
Injuries.....	25
Return to Participation - HS Only.....	26
Risk Factors in Sports.....	26
Concussions.....	26
GUIDELINES FOR COMMUNICATIONS AND SPECTATOR CONDUCT.....	29
Athlete-Coach Communication.....	29
Parent-Coach Communication.....	29
Family-Coach 24-Hour Rule.....	30
Bench Personnel.....	30
Spectator Policy – Contest Conduct.....	30
GENERAL INFORMATION.....	31

Introduction

The Athletic Department congratulates you on your desire to represent Monadnock Regional Middle High School (MRMHS) as a member of a “Huskies” athletic team.

It is the policy of Monadnock Regional Middle High School to maintain and direct a well-rounded athletic program at the interscholastic level that is a coordinated part of the school curriculum. To that end, this handbook includes the fundamental principles of the Life of an Athlete initiative sponsored by the NHIAA.

This handbook is designed to familiarize students and families with the policies and expectations of the Monadnock Regional High School Athletic Department. All required forms must be viewed, completed, and signed by the student-athlete and a parent/guardian. A physical examination must be administered either by a personal physician. Physical exams must be up to date and on file with the Monadnock Regional Middle High School nurse to meet Athletic Department eligibility requirements. Student-athletes must sign up through our [FinalForms](#) portal. Student-athletes will not be allowed to try out, practice, or participate until these forms and other requirements are completed and returned to the Athletic Director.

Monadnock Regional Middle High School Athletics Philosophy

Interscholastic athletics play an integral role in the complete high school educational experience. In administering the athletic program, efforts will be made to offer those activities that meet the needs and interests of the students, to provide the best possible facilities, and to provide qualified coaching personnel. The health and welfare of the participants are the primary concerns of the athletic program.

The interscholastic athletic program at Monadnock Regional Middle High School is a key part of our co-curriculum offerings. The program provides opportunities and emphasizes goals that are difficult to duplicate or achieve in other high school activities. The coaches of interscholastic sports have an opportunity to achieve many educational goals outside of the classroom with small groups of highly motivated students. For many students, athletics provides an opportunity for rich and enduring learning experiences.

The Monadnock Regional School District seeks to develop responsible decision makers, teach the essential skills necessary to meet the demands of a changing world and develop caring and contributing members of a multicultural world. This mission guides the work of the athletic department and our coaches. The academic success of all student-athletes is one of the department’s top priorities.

In addition to academic success, the athletic department strives to develop: sportsmanship, leadership, work habits, a competitive spirit, a winning attitude and team and school loyalty. Our athletes are also expected to display ethical conduct and fair play by showing respect for fellow players, coaches, officials, opposing teams, and fans. Student-athletes are expected to be model

students in the classroom through their effort and their respect shown to school staff and adherence to school rules and expectations.

We are a community of learners who engage our minds in the pursuit of individual academic growth, social awareness, and community involvement. Our learning occurs in a safe and caring environment with regard, respect, and integrity. This is the Monadnock Way.

Varsity Level

The Varsity level represents the highest standard of athletic competition and sportsmanship. Varsity athletics are highly competitive and advanced, with a strong emphasis on winning. However, success is pursued in a manner that fosters character, leadership, and camaraderie among student-athletes. At this level, athletes will be thoroughly evaluated based on their character, skills, attitude, and overall ability. Only the most qualified student-athletes will be selected to join the Varsity team.

Playing time is not guaranteed and will be determined solely at the discretion of the head coach. Coaches will maintain open communication with players regarding their roles, expectations, and general outlook for playing time.

Sub Varsity Level - Junior Varsity

The Junior Varsity level serves as a bridge between middle school athletics and Varsity competition. These teams provide an opportunity for continued development in both fundamental skills and game knowledge, while also emphasizing physical conditioning and sportsmanship.

Playing time at this level will vary depending on the level of competition and each athlete's preparedness. Participation in games is contingent upon consistent practice attendance, effort, and attitude. The primary goal of Junior Varsity programs is to prepare student-athletes for future success at the Varsity level.

Student-athletes at these levels are expected to be punctual, work diligently, and demonstrate a consistently positive attitude. Team placements will be determined by the coaches. At the discretion of the head coach and the Athletic Director, certain student-athletes may be designated as "swing players" to support both their development and the overall needs of the program.

Middle school athletic programs are designed to provide student-athletes with a positive introduction to interscholastic athletics. At this level, the emphasis is on learning the fundamental skills of the sport, understanding basic game strategies, and developing good sportsmanship, teamwork, and a strong work ethic.

Participation is intended to foster growth, build confidence, and create an enjoyable athletic experience while preparing student-athletes for the increased expectations of high school athletics. Coaches will focus on instruction, skill development, and helping each athlete improve

throughout the season. Success is measured not only by competition, but by individual progress, effort, and commitment to the team.

Athletic Program Goals

- To offer students the opportunity to participate in competitive athletics, understanding that the word *compete* originates from Latin, meaning "to strive together."
- To foster the development of self-discipline, sacrifice, and dedication as essential tools for achieving personal and team goals.
- To promote good sportsmanship as a foundation for learning respect, responsibility, and good citizenship.
- To encourage teamwork by providing experiences that emphasize collaboration toward shared objectives.
- To help students navigate both victory and defeat, recognizing that losing can offer valuable lessons and that winning is best viewed as a reflection of growth and progress, not merely the end goal.
- To demonstrate that true, lasting satisfaction comes not solely from winning, but from knowing you gave your best effort.
- To cultivate a strong sense of self-worth and self-confidence through athletic participation.
- To provide real-world experiences in problem-solving and decision-making.
- To create opportunities for social interaction and teamwork with peers they may not otherwise engage with in a classroom setting.
- To inspire a drive for success and personal excellence in all aspects of life.
- To serve as a unifying force within the school community, fostering school spirit, pride, and a sense of belonging.
- To emphasize that academic achievement is the highest priority, with all Monadnock Regional Middle High School student-athletes expected to excel first and foremost in the classroom.

Please refer to this Athlete/Parent Handbook as a guide. You are responsible for its contents, the content of the Monadnock Regional Middle High School Student Handbook and additional information the Athletic Department provides you.

Stakeholder Expectations

We desire a program of excellence and strive to win every contest in which our teams compete. Central to the goals of Monadnock Regional Middle High School is the belief that interscholastic athletics can and should enhance the character of our youth. We put forth the following as the positive expectations we hold for the primary stakeholders in our Athletic Program.

Student-Athlete's Code

We understand that high school athletics provide a unique opportunity for the development of not only physical conditioning and athletic skill, but also character traits essential for success in life. To that end, we challenge every student-athlete to strive for the following:

- a. Competence -- To develop the skills necessary to participate competently in the game.
 - Demonstrate knowledge of the rules and conventions of the game.
 - Demonstrate knowledge of the strategies of the game.
 - Demonstrate a level of physical conditioning and fitness sufficient to participate competently in the game.
 - Demonstrate knowledge of healthy behaviors including nutritional issues.
 - Understand the necessity of abstaining from the use of alcohol, tobacco, and other drugs in order to achieve the positive benefits of interscholastic athletics.
- b. Character -- The pattern of beliefs, attitudes and, therefore, behavior that relates to moral strength, constitution and essential qualities that embrace the positive values of Monadnock Regional Middle High School and the community.
 - Be dependable, accepting responsibilities that come with being a part of a team.
 - Accept responsibility for consequences of action.
 - Strive to excel and play the game as intended.
 - Preserve and cooperate as a part of team membership.
 - Demonstrate truthfulness and accountability.
 - Engaging in positive interactions with others and demonstrating mutual respect.
 - To express feelings and ideas intelligently and appropriately both on and off the field of play.
- c. Civility – Demonstrate behavior that exemplifies appropriate respect and concern for others.
 - Practice proper etiquette both on and off the field.
 - Promote good sportsmanship both in person and in any form of social media.
 - Treat all persons respectfully regardless of individual differences.
 - Show respect for legitimate authority (e.g. Coaches, Officials, and Captains).
 - To be fair and treat others as one wishes to be treated.
 - Listen to and try to understand others.
 - Be compassionate and sensitive to others.
 - Actively support teammates and others.
- d. Citizenship – Social responsibility as part of a ‘community.’
 - Be faithful to the ideals of the game.
 - Keep commitments to team.
 - Show team spirit, encourage others and contribute to good morale.
 - Put the good of the team ahead of personal gain.
 - Work well with teammates to achieve team goals.
 - Accept responsibility.
 - Set a good example for teammates, younger athletes, fans and school community.

Coach's Code

As professionals, we are educators, leaders, and role models for our student athletes. Monadnock Regional Middle High School coaches will:

- Exemplify the highest moral character as a role model for young people.
- Recognize the individual worth and reinforce the self-image of each team member.
- Establish a realistic team goal or vision for each season and communicate that to the student-athletes and parents.
- Encourage and assist team members to set personal goals to achieve their highest academic potential.
- Create a set of training rules for student-athletes that reflect the positive values of abstaining from the use of alcohol, tobacco, and other illegal or prohibited drugs in accordance with Monadnock school policy.
- Strive to develop the qualities of competence, character, civility, and citizenship in each team member.
- Provide a safe, challenging and encouraging environment for practice and competition.
- Gain an awareness of the importance of prevention, care, and treatment of athletic injuries.
- Respect the integrity and judgment of the game officials.
- Teach and abide by the rules of the game in letter and in spirit.
- Build and maintain ethical relationships with coaches and administrators.
- Strive for excellence in coaching skills and techniques through professional improvement.
- Promote personal fitness and good nutrition.
- Be modest in victory and gracious in defeat.
- Communicate strictly through district-approved communication methods only -- school email and the sportsYou app.

Family Code

Families play a vital role in the development of student-athletes and the success of our programs; therefore, we encourage parents/guardians to:

- Be a positive role model through your own actions to make sure your child has the best athletic experience possible.
- Weigh what your children say; make sure to get the coach's point of view.
- Show respect for the opposing players, coaches, spectators, support groups and of all officials' decisions.
- Don't instruct your children before, during or after a contest because it may conflict with the coach's strategies.
- Praise student-athletes in their attempt to improve themselves as students, athletes, and people.
- Gain an understanding and appreciation for the rules of the contest.

- Recognize and show appreciation for an outstanding play by either team.
- Help your child learn that success is experienced in the development of their skills and that they can feel good about themselves; regardless of the result.
- Be sure to follow the designated chain of command and be mindful.
- Please reinforce our alcohol, tobacco, and other drug-free policies by refraining from the use of any such substances before and during athletic contests.
- Remember that attendance at a school athletic event confers a privilege, not a right, to observe the contest.

Supporter's Code

We understand that the larger school community has an interest and investment in the success of our Athletic Program. These other members of our community can play a key role in reinforcing the educational goals of our program. Therefore, we encourage these important program supporters to:

- Remember that a ticket to a school athletic event confers a privilege, not a right, to observe the contest.
- Be a positive role model through their behavior at athletic contests.
- Show respect for the opposing players, coaches, spectators and support groups.
- Be respectful of all officials' decisions.
- Recognize and show appreciation for an outstanding play by either team.
- Praise student-athletes in their attempt to improve themselves as students, as athletes, and as people.
- Gain an understanding and appreciation for the rules of the sport.
- Only game personnel are allowed on competition sidelines per the NHIAA.
- Please reinforce our alcohol, tobacco, and other drug-free policies by refraining from the use of any such substances before and during athletic contests.
- Any spectator/supporter exhibiting disruptive behavior at Monadnock Regional Middle High School athletic contests will be asked to leave the venue. Infractions will be documented and further discipline will result in not being allowed to attend any other future events until approved by administration.

ELIGIBILITY AND PARTICIPATION REQUIREMENTS

Prior to any student-athlete participating in tryouts, practices, or competitions with any Monadnock Regional Middle High School team, the student must have on file with the Athletic Director the following:

1. **Registration Form** - Complete the online registration process at <https://monadnockregionalschools-nh.finalforms.com/>. All required information and documentation must be provided. If you are unable to do the registration process online, please contact the Athletic Department for alternative methods of completing the process.

2. Physical Form – To be completed by a doctor following physical examination, clearing the student for participation. A physical examination will be valid for 14 months. For example: a physical dated 5/30/2026 expires 6/30/2027. If cost and/or insurance coverage is a factor in obtaining a current physical, please speak to the school nurse and/or Athletic Director for options.
 - Students entering 7th grade must submit a current physical examination completed on or after April 1 prior to the start of their 7th-grade year to be eligible for athletic participation. Students entering 9th grade must also submit a current physical examination completed on or after April 1 prior to the start of their 9th-grade year.
 - Any student participating in Monadnock athletics for the first time, regardless of grade level, must submit a physical examination dated within the previous 12 months. For example, students in 5th or 6th grade who are new to Monadnock athletics must provide a current physical.
 - All physical examinations must include documentation from the healthcare provider stating that the student is medically cleared to participate in sports.
3. Impact Concussion Testing (HS only) - Have completed an impact concussion baseline test prior to the first practice. These tests will be administered by the Athletic Trainer.
 - Sports requiring Impact Testing: Boys and Girls Soccer, Field Hockey, Football, Spirit, Boys and Girls Basketball, Wrestling, Hockey, Baseball, Softball

Extracurricular Eligibility - Policies, Rules & Guidelines

Monadnock Regional Middle High School strives to offer extracurricular opportunities that meet the needs, abilities, and desires of each student. MRMHS provides a variety of extracurricular activities. *These include clubs, activities, dances (prom and semi-formals), field trips, and athletics.*

Any activity that does not earn credit meets the criteria to be considered an extracurricular activity. Students involved in extracurricular activities must represent their school in a positive manner and conduct themselves in an exemplary manner during the school day and during activities. Participation in extracurricular activities is subject to district policies (listed below), NHIAA rules (for interscholastic sports) and other rules and guidelines established by the principal and superintendent.

The following guidelines will be used to determine student eligibility to participate in extracurricular activities.

For **interscholastic athletics**, students must meet the following criteria to be eligible.

- b. All interscholastic athletic participants must complete and submit all required participation forms on FinalForms, including:
 - Athlete's Health History
 - Emergency Medical
 - Physical Requirements
 - Student and Parent/Guardian Agreement
 - Web Page Permission

For all activities, including interscholastic athletics, students must meet the following eligibility criteria:

- a. Participants are required to be enrolled in four (4) academic courses AND have no failing grades. (letter grade F).
- b. Students who are failing one or more classes at the conclusion of a grading period will be placed on a two-week academic probation. Students who are failing one or more classes at the conclusion of Quarter 4 will begin their two-week academic probation at the start of the following school year.
 - During the probationary period, students remain eligible to participate in athletics and extracurricular activities but are expected to demonstrate academic improvement by completing missing assignments and maintaining regular communication with their teachers. In order to be removed from probation, the student must be passing all of their classes.
- c. Student grades will be checked every 2 weeks by the principal or their designee. If the student has a failing grade (letter grade F) their coach/advisor, family, and the student will be notified. If the failure is not lifted after the two-week probation period (all passing grades), the student will become ineligible to participate in any extracurricular activity (including practices) until the grade(s) become passing.
- d. Utilizing the intervention process, the students will be notified that they have been placed on academic probation. Students identified for academic intervention will be notified of any resulting ineligibility to participate in extracurricular activities and athletics in accordance with school policy.
- e. Incompletes are not to be considered passing grades for purposes of eligibility.

Scholastic Eligibility

Participants in **all extracurricular activities, including interscholastic athletics**, must abide by the following rules and guidelines for maintaining eligibility.

1. A student must be in school, unless they have a legitimate excused absence during the day, in order to participate in extracurricular activities on that day.

2. Any student suspended from school is also suspended from all activities on that day. This includes In-School Suspension.
3. The following offenses (on or off campus) are subject to disciplinary action while a student is a member of an extracurricular activity:
 - a. Use of alcohol, tobacco, or any other illegal drugs ("tobacco" includes liquid e-cigs, and vapes);
 - b. Use of any prescription drug without proper medical prescription;
 - c. Possession of alcohol, any illegal drug, or any legal drug without proper medical prescription;
 - d. Possession of alcohol/drug paraphernalia;
 - e. Selling alcohol, any illegal drug, or any prescription drug;
 - f. Misuse of any over-the-counter medication;
 - g. Taking, dispensing, possession, or knowingly being present during illegal consumption of alcohol or drugs;
 - h. Knowingly or willfully assisting another person in using alcohol and/or drugs, including but not limited to, hosting a party where alcohol or controlled substances are consumed;
 - i. Consuming alcoholic beverages or drugs prior to attendance at or participation in school activities or functions;
 - j. Stealing;
 - k. Hazing;
 - l. Vandalizing;
 - m. Other acts of misconduct outlined in the Student Handbook (see Penalties for Acts of Misconduct) during school or activities, as a participant or as a spectator.
4. Consequences
 - a. **First Offense:** Minimum suspension of 25% of the competitive sport season or activity which may extend into the following activity season or sport (competitive) season.
 - b. **Second Offense:** (Within two years of first offense) Minimum suspension of 50% of the competitive sport season or activity *which may extend into the following activity or sport (competitive) season.*
 - c. **Third Offense:** (Within two years of first offense) Immediate removal from any activity (sports or otherwise) for one calendar year.

Charter, Home Educated, and Non-MRMHS Students

A home-educated, charter or non-public student may represent the Monadnock Regional Middle High School as long as they reside within the district. The student must be living with the parents or legal guardians in the family residence. The student/family will be required to show proof of residency, uploaded on FinalForms to be eligible.

Attendance Requirements

Student-athletes are expected to arrive at school on time and attend all scheduled classes:

- a. In the event a student-athlete is absent from school, he/she may not participate in any athletic contest and/or practice that day.
- b. For contest dates falling on non-school days, the student-athlete is expected to attend all classes on the previous school day. Permission for participation may be granted if the absence was excused. A note from a parent explaining the reason for the absence must be provided to the coach.
- c. Student-athletes who arrive late to school or are dismissed early due to illness cannot participate in any athletic contest or practice that day.
- d. Student-athletes must attend a minimum of 50% of the scheduled school day to be eligible to participate in any athletic contest or practice that day unless permission is granted by the Athletic Director or an administrator.
- e. Legitimate tardiness or dismissal due to medical or dental appointments, accompanied by a note from the practitioner's office will be excused. Other personal family matters may be excused if a note from a parent is provided to a building Administrator.
- f. Detention: Any student-athlete receiving a detention must serve detention on the assigned days, whether or not it conflicts with any athletic contest or practice.
- g. Any questions of eligibility to participate will be resolved by a committee made up of the Athletic Director, the principal and the coach. The decision of the committee is final.
- h. More specific requirements for practice or performance on given dates may be prescribed by the coach but shall not be in conflict with any other school or athletic policy.
- i. A student-athlete who participates in practice or a contest and is later found to have been ineligible will be suspended from the next athletic contest.

Student-Athlete Practice and Contest Requirements

Due to the broad spectrum of educational opportunities available at Monadnock, there are occasions when two or more interests compete or conflict. Students who participate in interscholastic athletics or other formalized clubs/organizations that require consistent, continuing commitment must occasionally choose between participation in the sport or club and participation in a family vacation and other commitments.

- a. Student-athletes are expected to attend all scheduled practices and competitions during the course of both the regular season and post-season (i.e. tournament competitions). A student-athlete who is planning to miss a practice or competition is expected to request an absence from the coach as soon as possible.
- b. Limited participation in athletics is prohibited. (Example: special arrangements for individuals to practice less than the scheduled number of hours per day or days per week for work, driver's education, non-school activities).
- c. In order for the following to be considered excused, the school, coach, and Athletic Director must be notified in advance of the absence. Excused absences include:
 - a. Illness

- b. School concerts, class field trips, and student driving appointments
- c. Medical appointments
- d. Religious holidays
- e. College visits
- f. Significant family obligations
- d. Family vacations would not ordinarily be considered excused absences. Athletes and parents are asked to make decisions about vacations prior to the start of an athletic season. Request for exemptions may be made with a written request to the coach prior to the start of the season.
- e. For continuity of team strategies, conditioning, and safety reasons, a student-athlete that misses games or practices due to an approved, pre-planned trip will be required to practice one day for every three practices or athletic events missed before contest participation can resume. Before leaving on a trip the student-athlete and coach may agree to a fitness plan that may allow at the coach's discretion and a reduction in the number of days of practice needed before returning to contest participation. One day of practice will be required. All student-athletes should be aware that if they leave the team for a family vacation or school related trip, they run the risk of lost playing time.
- f. The consequence for unexcused absences are as follows:
 1. First Unexcused Absence - reduction in playing time in the next regular scheduled athletic contest as determined by the coach.
 2. Second Unexcused Absence - suspended for the next regular scheduled athletic contest.
 3. Third Unexcused Absence - suspended from the team pending a meeting with student-athlete, coach and Athletic Director to determine future status on team.

The practice of setting team requirements for participation emphasizes the importance of commitment to the team, acknowledges the critical nature of athlete attendance, and recognizes that team success is rooted in the daily contributions made by all individuals on the team. Coaches will establish a team rule on participation based upon the unique needs of the respective sport, communicate this rule clearly to student-athletes/families, and to review requests for absence based upon the specific interests of the team; as well as the interests of the individual student-athlete.

Return from injury/illness

For continuity of team strategies, conditioning, and safety, an athlete who does not participate in three consecutive athletic contests, practices, or any combination of contests and practices due to illness or injury must participate in a minimum of one practice session before being eligible to return to athletic competition.

Athletic training services are provided exclusively to high school student-athletes. Any references to the Athletic Trainer or athletic training services throughout the remainder of this handbook apply only to high school athletic programs unless otherwise specified. Before returning to participation in interscholastic athletics, the athlete must report to the Athletic

Trainer for a follow-up evaluation and provide written medical clearance from a licensed physician (M.D. or D.O.) or a hospital-based healthcare provider. A follow-up evaluation and written documentation from these providers are acceptable forms of medical clearance for return to sport. A copy of the written clearance must be submitted to the Athletic Trainer, who will communicate the athlete's return-to-play status to the coaching staff. If the Athletic Trainer is unavailable, the athlete may provide the medical clearance directly to the coach; however, a copy of the documentation must still be submitted to the Athletic Trainer as soon as possible for inclusion in the athlete's medical record.

Following the athlete's participation in the required practice session(s), the Athletic Trainer, in consultation with the coach, will determine when and under what conditions the athlete may return to athletic competition.

School Behavior/Conduct for Student-Athletes

All student-athletes are to abide by school handbook regulations. Infractions of these rules resulting in suspension cause the student-athlete to be ineligible to practice and/or compete during the time of the suspension or restriction. As a result, this infraction may also incur additional game suspensions imposed by the athletic department and/or coaching staff.

In the event a violation of school policy has occurred, and such violation results in that student-athlete being suspended from school, (this includes out-of-school and out-of-school suspension) the student-athlete may not participate in athletic contests or practices during such suspension and may not attend practices or games during suspension from school. Furthermore, Monadnock Regional Middle High School Athletic Code of Conduct may extend such suspended time for athletic eligibility as a result of predetermined team rules.

Transportation Policy

All team members, managers, and coaches are expected to travel to and return from games, meets, or matches on the team bus. Exceptions to this rule require prior approval by an administrator of a written request from the parent/guardian stating the reasons.

- a. Coaches have the option to allow student-athletes to leave the athletic event with a parent/guardian.
- b. The parent/guardian of the student-athlete must fill out a Parent Authorization for Student Transportation Form and have that on file with the Athletic Director in advance of said event. One form will be required per school year.
- c. Once the Athletic Director has the form on file, a parent/guardian checks out the student-athlete with the coach before leaving the event site.
- d. If transportation from an event is being provided by anyone other than a parent, written permission must be requested and granted in advance by the Athletic Director or another administrator.
- e. A student-athlete missing the bus shall not be allowed to play in the contest without prior administrative authorization.

- f. Parents/guardians are expected to pick up their children within 15 minutes of the end of any practices or games.

NHIAA POLICIES AND PROCEDURES

Age of Athletes

A student who has reached the age of 19 on or before September 1st may not represent the school in any interscholastic athletic contest during the school year.

Media Relations

Coaches, players, and other school officials should make an effort in their communications with the media to stress positive displays of sportsmanship by student-athletes, coaches, spectators and schools involved in the contest. At no time shall anyone be permitted to criticize officials or decisions made by officials during a game or event to the media. Any player or coach found in violation of this policy will be suspended for the next athletic contest.

Transfer Rule

A student who transfers enrollment without a corresponding move into a new school district by his/her parents or guardian shall be required to be in attendance in the new school for one year from the day of enrollment in order to establish athletic eligibility. This requirement will be waived, if all the following conditions are met:

- a. The student has not transferred for the purpose of participating in interscholastic athletics, and there has been no recruiting of the student for athletic purposes.
- b. The transfer rule Affidavit is completed and submitted to the NHIAA Executive Director.
- c. A student transferring to an NHIAA member school without a parental/guardian change in legal residence may not be added to a sports roster at any level after the first date of practice in that sport as established by the NHIAA.

Non-School Competition

A member of a school team is a student-athlete who is regularly present for, and actively participates in all team practices and competition. Bona fide members of a school team are prohibited from missing a high school practice or competition to compete with an out-of-school team. There is extensive research on the benefits of being a multisport athlete and on the negative aspects of playing a single sport year round. It is our hope that the student-athlete will take advantage of all that Monadnock Athletic Department has to offer. Whenever a conflict arises between the high school team practice/competition and an out-of-school practice, competition, camp, or clinic on the same day, the student-athlete must honor the high school team practice/competition. Priority must be given at all times to the high school team's practices and contests.

Penalties

Any student-athlete who violates this rule for the first time shall be declared ineligible for the next four consecutive interscholastic events or three weeks of a season in which the student-athlete is a participant, whichever is greater. This penalty is effective from the date of his or her last participation in a high school sport. Any student-athlete who violates this rule a second time or subsequent time shall be declared ineligible for participation in any high school sport for the balance of the school year. This in accordance with NHIAA By-Law Article XXXIX of the NHIAA Handbook.

TEAM SELECTIONS, GUIDELINES, AND AWARDS

Team Selection

All students are encouraged to participate in Monadnock Regional Middle High School athletic programs; however, in the event of too many athletes attempting to make a team, some athletes will need to be cut from a team. Factors such as budgetary constraints, facilities, and availability of qualified coaches may limit the number of student-athletes who can be accommodated within each sport. Once teams have been set, no player may be cut without first communicating with the Athletic Director and Principal. Coaches are given discretion to cut or place players on different teams within the program according to ability, desire, conditioning, and other specific coaches' criteria. For example, seniors do not automatically qualify for varsity level or get more playing time. Athletes do not automatically make a varsity team just because they were on the team the previous season. Each sport has a tryout period. At this time teams for Varsity or Junior Varsity are selected. Student-athletes have the right to request explanation as to the reason for being cut and/or tips for improvement. At the coach's discretion, certain athletes may be designated as a swing player to benefit the program and the student-athlete's development. A student-athlete has a maximum of 14 days from the first scheduled practice to try out for an athletic team. Any student-athlete who wishes to join a team after the 14 day period must have permission of the coach and the Athletic Director.

Varsity Letters

Student-athletes on a varsity team, who complete the season and meet the coach's requirements for a letter, will receive a varsity letter. For each season of varsity participation thereafter, a sports specific pin will be awarded. Adjustments to the coach's requirements may be allowed for injured athletes or extenuating circumstances with approval of both coaches and the Athletic Director. The following criteria for earning a letter:

- a. Participation Requirements for Earning a Letter
 - a. Before the start of the season, the coach will provide the Athletic Director with the coach's requirements for earning a letter for that sport. Once approved by the Athletic Director, the coach will share the coach's requirements with athletes and parents by the first regular season contest.

- b. In order for a varsity manager to receive a letter or scholar-athlete award, he/she must attend all practices and contests unless there is a reasonable excuse accepted by the coach.
 - c. It is the responsibility of the coaches to keep accurate records of playing time.
- b. Sportsmanship: Athletes should realize that he/she is representing his/her school and community and should conduct himself/herself in an appropriate manner. Those displaying unsportsmanlike behavior will not be issued a varsity letter or pin regardless of obtaining other qualifications needed.
- c. Attendance: Athletes should attend all practices and games unless there is a reasonable excuse accepted by the coach. No athlete having missed 25% or more of athletic contests due to discipline purposes shall qualify for such awards.
- d. Athletes must abide by all school, athletic department, and team rules set forth.

Captains

Coaches are asked to consider the following criteria when selecting captains:

- 1. Leadership
- 2. Attitude
- 3. Sportsmanship
- 4. Commitment to their program

Captains are encouraged at the Varsity level only. Rotate captains on a game basis with sub varsity competitions.

Ideas for your captains

- 1. Provide morning announcements and promote their sports team throughout the season.
- 2. Lead in pre-game warm-ups.
- 3. Ensure that locker rooms, buses, and other facilities are clean when done with use.
- 4. Meet with the coach to discuss team issues (that you should know about) to ensure an open line of communication.

Coaches should individually meet with their captains to give written expectations or go over verbally, what is expected of them and the team. Captains are encouraged to seek out options for expanding and developing their role as team leaders on and off the field.

If a student does not follow the student and athletic handbook rules once the role of captain has been accepted, whether this is during the season or the off-season, the student may be removed from the position by the head coach and Athletic Director.

Multi-Sport Athletes

On **rare** occasions, student-athletes may request to participate in two sports in the same season. Requests should be made to the head coaches and the Athletic Director. Because missed practices and athletic contests diminish the success of any team, participation in two "team sports" in the same season is not allowed. Participation in a "team sport" as a primary

commitment and an "individual sport" such as bass fishing, cross country, golf, wrestling, skiing, swimming, and track (winter & spring) as a secondary commitment is possible with approval of both head coaches and the Athletic Director. Team sports are the following: baseball, basketball, field hockey, football, ice hockey, soccer, softball, and spirit.

Student Team Manager Role & Expectations

The student manager supports the sports program and its coaches during all activities while continuing to expand their knowledge of the sport. The student manager is considered a member of the team who will not physically participate in competitions, who may or may not participate physically in practices, be present and helpful from the sidelines during all sport-related activities. Student managers will abide by all team rules.

Although duties may vary from season-to-season, sport-to-sport, team-to-team, and student manager-to-student manager; the duties for each student manager position must be agreed to by the student, their parents/guardians, the coach, and the Athletics Director before the student begins in the position. Additionally, the student manager's team must be informed of the role of the student manager for the current season, as the duties might be different from previous seasons. Student managers are eligible for awards if in good standing at the conclusion of the season.

The duties of a student manager include:

- Equipment management and sanitizing, including helping to maintain the first aid kit
- Hydration
- Drills, warm-ups, and cool-downs support*
- Time, score, and statistic keeping
- Team spirit activities (i.e.- decorating/poster-making, team music)
- Game film recording
- Photography for the team and Athletic Department
 - No personal phones allowed. School photography equipment preferred.

*Student managers can participate in the portions of practice that will not affect team play. For example, student managers can practice with the team when working on sport-specific skills, strength, conditioning, endurance, and speed. However, student managers cannot participate in the parts of practices that involve game strategy and/or competition preparation.

Student managers are always a positive presence on the team, providing both encouragement and support from the sidelines. Student managers must always represent their team and school to the highest standards, on and off the field.

The student managers are prohibited from:

- Providing instruction and directives to team members.
- Sharing any information learned from a coach that has not been released.
- Interact with officials, volunteers and/or fans unless a specific role has been assigned (i.e. providing the umpire softballs, bringing water to a player from a parent).
- Interaction with team members in a way that is unsportsmanlike.
- Participating in any coaches meeting, or providing feedback/opinions to coaches.

Student managers will be held to the same standards, rules and expectations as any student athlete, on and off the field and are expected to represent the team, the coaches and the school to the highest standards.

Season Schedule

Sport season is defined according to the New Hampshire Interscholastic Athletic Association (NHIAA) guideline, until the activity's end of season banquet, or the beginning of the next sports season; whichever comes first. While practice and game schedules are initially determined at the start of each season, there are a number of variables, which make changes inevitable. Athletes and their families should take this into consideration before making other commitments.

Game Schedule

Each season's games are pre-scheduled. Make-up contests are required to take place on the first available open date agreeable to both schools. NHIAA policy precludes rescheduled games from occurring on Sunday without NHIAA approval.

Dress Code

Student-athletes are expected to dress neatly and appropriately when representing Monadnock Regional Middle High School at practices and athletic contests. Athletes must be in appropriate team apparel for games approved by their coaching staff.

Athletes will dress appropriately on all trips as described in the student handbook. Only school-issued uniforms and other approved apparel should be worn on the sidelines.

Cell Phone and Electronic Device Policy

Student-athletes are expected to remain fully engaged in all team activities. Cell phones, smartwatches, earbuds, and other electronic devices must be silenced and put away during practices, games, team meetings, film sessions, strength and conditioning sessions, and other team functions unless their use is authorized by a coach.

The use of electronic devices to photograph or record teammates, coaches, officials, or opponents without permission is prohibited. Recording or photographing in locker rooms, restrooms, or other private areas is strictly prohibited.

Athletes who need access to their phone due to a family emergency should notify a coach before the activity begins whenever possible.

Failure to comply with this policy may result in progressive disciplinary action, including a verbal warning, loss of phone privileges during team activities, reduced playing time, suspension from team activities, or other consequences determined by the coaching staff.

Game Procedures

Athletes and Coaches who receive technical fouls, yellow cards, excessive penalty minutes, and/or other penalties for unsportsmanlike behavior may be suspended from game participation

will meet with the Athletic Director to determine an appropriate course of disciplinary action in accordance with New Hampshire Interscholastic Athletic Association (NHIAA) guidelines. Athletes and Coaches must immediately make the Athletic Director aware of this conduct.

School Cancellation

If school is canceled due to inclement weather, practices and contests may not occur unless approved by the Superintendent. This request must go through the Athletic Director.

Dropping a Sport

If an athlete decides to drop from a team, he/she has a responsibility to the team and coach to see the coaching staff to explain reasons involved. At that time, all uniforms and equipment must be returned to the coach. In the event an item was purchased for the team (i.e. jackets, shirts), it is still the student-athlete's responsibility to make payment for those items ordered prior to leaving the team. Quitting to change sports once final cuts have been made and squads are established is discouraged. No athlete may quit and participate in another sport during the same season without prior approval from the Athletic Director and both head coaches.

Uniform Return

Uniforms must be inventoried before and after each season by the coach. Coaches are responsible for the return of all equipment and uniforms assigned. Athletes are responsible for the care and regular cleaning of uniforms.

- a. The athlete will pay the replacement cost for uniforms and equipment lost or unnecessarily damaged.
- b. No athlete shall be allowed to try out for another sport until all uniforms and equipment are returned.
- c. Seniors must have returned all uniforms and equipment. Any school-issued uniforms or equipment not returned will be billed to the student.
- d. In the event a senior athlete wishes to purchase his/her uniform, arrangements must be made prior to the close of the season and payments made in full.

College Recruitment

Any student/athlete (junior or senior) who is being recruited or is interested in participating in college athletics should communicate their interest to the coach or Athletic Director for eligibility information and assistance.

Awards

To be eligible for awards a student must have completed the entire competitive season in good standing. A certificate of participation is presented to each athlete who has participated on an athletic team. A Varsity Letter is presented to athletes who have met the criteria pre-established by the coach for lettering in a varsity sport.

- High school:

- First-year letter winner receives a large letter.
- Second-year letter winners receive a pin.
- Third-year letter winners receive a pin.
- Four-year letter winners receive a pin.
- Middle school:
 - First-year letter winner receives a small letter.
 - Second-year letter winners receive a pin.
- Sport teams award specialty plaques at the end of their sports season. Naming of these awards are at the discretion of the coaching staff with approval by the Athletic Director.
- Student managers are eligible for awards if in good standing at the conclusion of the season.
- An athlete who is injured during a sports season would still need to meet the full pre-established criteria for earning a varsity letter prior to or after their injury.

Memberships

- National Federation of High Schools (NFHS)
- New Hampshire Interscholastic Athletic Association (NHIAA)
- NEASC (New England Association of Schools and Colleges)

MONADNOCK REGIONAL DUE PROCESS

When a student-athlete is suspected of violation of the Monadnock Regional Middle High School Athletic Policies, the following steps must be followed:

- a. The Athletic Director or School Administrator will meet with the student-athlete and advise him/her of the accused violation. The parents/guardians of the student-athlete will be notified of the accused violation should such violation potentially result in the penalty or removal of the student-athlete from the team.
- b. The student should be informed of the facts on which the infractions are based.
- c. The student-athlete will be given an opportunity to respond to the violation(s) and provide his/her version of the incident. The student-athlete should be asked to give a written or verbal statement concerning the incident.
- d. The Athletic Director or School Administrator will provide written notification of the intended disciplinary action (including a written statement of appeal procedures) to the parent(s)/guardian.
- e. The Athletic Director or School Administrator will provide written notification of the discipline action to the coach, other administrators and office personnel if such discipline results in the removal of that student-athlete from a team temporarily or for the season.

MONADNOCK STUDENT-ATHLETE CODE OF CONDUCT

Sportsmanship

Student-athletes at Monadnock Regional Middle High School are expected to conduct themselves in a sportsmanlike manner both on and off the field of play to include any form of social media. Those student-athletes displaying exemplary sportsmanship will be recognized at the end of each sports season by the NHIAA.

A violation of the sportsmanship code of conduct may result in removal from an athletic team.

- a. Unsportsmanlike behaviors such as taunting gestures, cheating, disrespect to officials, coaches, players or fans will not be tolerated.
- b. If a student-athlete receives a game disqualification during an athletic event, the student-athlete shall be ineligible for the next game or event. If a fighting penalty is levied, the student-athlete shall be suspended for the next two games.
- c. During a suspension the student-athlete may not *dress* for the game/event in which the suspension is imposed, but may practice during the duration of the suspension.
- d. If a student-athlete receives a second game disqualification during the season, the student-athlete will be suspended from the sport, at all levels, for the remainder of the season.
- e. The Principal or his/her designee will meet with any student-athlete who is disqualified from an athletic contest.
- f. If unsportsmanlike behavior on or off the field of play is observed by the coach, Athletic Director, or other administrator, that student-athlete may be removed from the field of play and forfeit his/her right to participate in future events.
- g. The Monadnock Administration will review all sportsmanship penalties and game disqualifications and reserves the right to impose additional penalties above those enforced by the NHIAA.

Vandalism or Theft

Destroying, damaging, defacing or theft of any private or school property at a practice or contest, home or away, will result in at least one-week suspension from the team, depending on the severity of the incident, and a mandatory condition to pay restitution. If the school administrators take disciplinary action, such action supersedes other actions and may then result in additional penalties being imposed by both the school administrators and the Monadnock Regional Middle High School Athletic Department.

Hazing

There shall be no activities by individuals or teams that are designed to humiliate, initiate, degrade or intimidate another student. Any form of hazing, or the knowledge of hazing taking place and failing to report it to school officials or law enforcement is prohibited and governed by state law. In addition, all sexual harassment and bullying policies will be strictly followed as per

school student handbook. A student-athlete found in violation of the hazing policy will face the following consequences:

- a. First Violation:
 - a. The student-athlete will at minimum be ineligible for participation in athletic contests for the next two consecutive weeks or next two interscholastic contests, whichever is greater.
 - b. It's expected that the student-athlete will remain at practice sessions as an active participant but will not be permitted to dress in uniform for contests.
 - c. In addition to loss of eligibility, the student-athlete must take part in a counseling/diversion program to discuss the incident prior to his/her return.
 - d. Administration may impose penalties in addition to these, as they deem necessary.
 - e. If the end of the season comes prior to the conclusion of the penalty, that ineligibility shall carry over to the student-athlete's next athletic season; regardless of the sport.
- b. Second and subsequent violations will have the student-athlete removed from interscholastic athletics for a minimum of 12 weeks. All penalties will be carried over to the next season of participation and are in addition to school policies and penalties.

Drug & Alcohol Violation

There shall be no use, ingestion, possession, transportation, dispensing, distributing, or being under the influence of tobacco or nicotine including vaping and e-cigarettes, chewing tobacco, alcohol or illegal drugs by Monadnock Regional Middle High School athletes. Uses of such substances are illegal and a violation of school policy. No student-athlete shall be present at a party or gathering in which there is the illegal possession and/or consumption of beverages containing alcohol or controlled substances/drugs.

When the school Administration has determined the above alcohol and substance policy has been violated, the student-athlete will face the following consequences:

First Violation:

- a. The student-athlete will be ineligible to participate in athletics for the remainder of the season or eight weeks, whichever is greater.
- b. In addition to loss of eligibility, prior to the student-athlete's return to a team, he/she must meet with someone from the school counseling office regarding substance abuse and/or substance abuse program with no cost to the District.
- c. If the end of the season comes prior to the conclusion of the penalty, ineligibility shall carry over to that student-athlete's next athletic season, regardless of sport.
- d. The student-athlete may receive a reduced penalty as described below if he/she agrees to, and follows through with all of the following:
 1. Attends a minimum of three sessions with someone from the school counseling office.

2. Performs an approved community service project of at least ten hours pertinent to the offense. These hours may not be counted for any other Monadnock community service requirement.
3. Addresses the team and coaches about his/her actions and impact it had on the team.
4. The student-athlete will be suspended from the team for two weeks and will be ineligible to play in at least 25% of the number of regular season events* scheduled for that team. The student-athlete must also sit out at least one event after returning from the suspension.
5. Before he/she is allowed to return to practice and attend any contest in street clothes, the student-athlete must successfully complete at least two sessions with someone from the school counseling office, submit the typed paper, and address the team and coaches.
6. A student-athlete must complete all required actions as described above before he/she can participate in any contest.

Second Violation:

- a. The student-athlete will be ineligible to participate in athletics for the next 24 consecutive weeks or 24 interscholastic events*, whichever is greater.

Third Violation:

- a. If there is a third or subsequent violation, the student-athlete shall lose eligibility for a period of one year.

All penalties shall be cumulative through the student-athlete's academic career. If a penalty is not completed prior to the end of one season or school year, it is continued to the next.

For any behaviors that result in a school suspension, the school suspension will be served first; upon return to school, any above consequences will go into effect.

*An event is described as a game, meet, or invitational.

STUDENT-ATHLETE MEDICAL AND HEALTH CONCERNS

Injuries

Athletes should be sure that all injuries are given proper attention and the athlete should immediately report to the coach and/or licensed athletic trainer. Please note, the certified athletic trainer is only contracted to work with high school student athletes. If the licensed Athletic Trainer is not present at the time of the injury, the athlete should see the licensed Athletic Trainer that day, if possible, or the following day for evaluation. The licensed Athletic Trainer will determine if assistance is needed. In the event an injury occurs during practice or competition, the injury must be documented with the athletic trainer. Injured athletes should remain as an active part of the team as possible. The student athlete should attend all practices and sit with the team, assisting in any way possible. Monadnock and its employees are not liable for injuries that

occur, and the student-athletes and their families are solely responsible for all costs that occur due to injury.

Return to Participation - HS Only

An athlete must receive clearance from the Monadnock licensed Athletic Trainer in order to return to practice or competition under the following conditions: if the trainer has held them out of practice or competition, if the trainer or the coach has requested that they seek medical treatment, and/or, if the athlete receives treatment by a medical provider. Athletes are not permitted to return to practice or competition without the permission of the Monadnock licensed Athletic Trainer even in cases where medical clearance has been obtained.

Risk Factors in Sports

Parents and student-athletes must realize that participation in sports involves a certain degree of risk for injury. Such physical injury can occur in any type of sports activity and may vary in nature. Athletic injuries can include minor injuries such as bruises, scrapes and strains; to the more serious injuries such as fractures, dislocations, concussions, paralysis, and even death. Participants have the responsibility to reduce their chance of injury by obeying all safety rules, report any physical problems to their coaches and/or athletic trainer, follow a proper conditioning program, and inspect their own equipment daily.

Concussions

Concussions are a type of Traumatic Brain Injury (TBI), resulting from a blow or jolt to the head or body that temporarily disrupts the normal function of the brain. Concussions range from mild to severe depending on the severity and the length of the symptoms.

- Most concussions do not involve a loss of consciousness.
- You can sustain a concussion even if you do not hit your head (whiplash).
- A clear CT /CAT scan or MRI does not rule out a concussion.

What are the signs and symptoms?

Signs and symptoms may be subtle and are not always obvious. They may show up immediately after the injury; or they may show up minutes, hours, or days after the injury. If a student-athlete reports signs of symptoms, or if any of these symptoms are observed, seek immediate medical attention. If signs/symptoms are severe and/or are becoming worse call 911.

Signs Observed by Others:

- Appears dazed/stunned or a vacant stare
- Is confused about assignments/forgets plays
- Is unsure of date or where they are
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes

- Can't recall events prior to or after the hit

Symptoms Reported by Athlete:

- Headache
- Nausea/vomiting
- Visual problems
- Balance problems or dizziness
- Ringing in ears
- Sensitivity to light or noise
- Feeling sluggish or foggy
- Concentration or memory problems
- Sleep disturbances

This information is not intended to be, and should not be used as a substitute for appropriate medical care.

What can be done to prevent a concussion?

Using proper form/mechanics taught by coaches and ensuring all equipment fits properly is the best method of avoiding head and neck injuries. Unfortunately, there is no piece of equipment or method that is 100% effective in preventing a concussion.

What should a student-athlete do if they think they have a concussion?

- Report it to your athletic trainer, coach, school nurse, or parent.
- Rest: Cognitive rest is just as important as physical rest to recover from a concussion. Give your brain a chance to rest by cutting back on screen time, physical activity, and anything causing a reoccurrence of symptoms or making them worse.
- Take time to recover. The risk of returning to play too early may result in:
 - Post-Concussion Syndrome: A neurologic disorder in which the signs and symptoms of the concussion, such as headaches, dizziness, or difficulty concentrating persists for weeks, months, or even years.
 - Second Impact Syndrome: A life threatening neurologic disorder, which can lead to severe impairment and even death. Second Impact Syndrome can occur when an athlete sustains another blow to the head while the athlete is still symptomatic of a concussion.
- If symptoms continue to get worse and/or the licensed athletic trainer does not see improvement over time (about 10-14 days), referral may be necessary for more in depth tests/therapy. This may include:
 - Physical Therapy
 - Occupational Therapy
 - Consulting a Neurologist or other Specialist

What to expect if you have a concussion during the season:

- The student-athlete will take a follow-up concussion test within 24-72 hours of injury.
- The school nurse and/or the licensed Athletic Trainer will closely monitor the student-athlete's symptoms during and after school, respectively. The student-athlete must report to the school nurse and/or Athletic Trainer every school day until cleared to play.
- The student-athlete may be withheld from all physical activity including sports and gym classes.
- As needed, accommodations (e.g., shorter classes, lighter homework) may be made to help the student get back into school. Guidance counselors and teachers, among others, may be involved in this process. Student-athletes having trouble concentrating must be sure to let people know.
- The student-athlete must have written medical clearance as follows: be asymptomatic at rest, during activity, and have returned to full school activities before starting the return to play program.
- In cases where the student-athlete has been treated and monitored solely by the licensed Athletic Trainer, clearance from the Athletic Trainer will be acceptable.
- In cases where the student-athlete has been seen by a physician or other provider for the concussion, the student must have written clearance from a primary care physician or specialist (not the Emergency Room physician) for progression to activity. **Getting cleared by a doctor does NOT excuse the athlete from going through the full RTP protocol with the licensed athletic trainer and/or health care provider.**
- Parent/Guardian must provide the licensed Athletic Trainer with written permission for the student-athlete to return to play.
- Progression is individualized, and will be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age, and sport/activity in which you participate. A student-athlete with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport will progress more slowly.
 - In cases where involved medical professionals cannot reach agreement on return-to-play status, the more conservative opinion should take precedence. (NH State Advisory Council on Sports Related Concussion, 2010).

After the clinical exam and concussion test results have returned to baseline levels, the student-athlete has resumed full school activities asymptomatic, and all appropriate medical clearance paperwork has been signed, the student-athlete will begin a supervised return to play progression. The student-athlete will not progress faster than one step per day.

1. Day 1: Light aerobic, non-impact exercises, beginner balance training
2. Day 2: Light aerobic exercises, some impact and moderate balance training
3. Day 3: Sport specific training, progress aerobic activities and balance rehab
4. Day 4: Heavy non-contact activity/practice
5. Day 5: Full contact controlled practice

6. After completing all 5 days, the athlete is cleared to return to sport (game or practice) with no restrictions.

Note: If the student-athlete experiences post-concussion symptoms during any phase, the student-athlete should drop back to the previous asymptomatic level and resume the progression after 24 hours. (NFHS Suggested Guidelines for Management of Concussions, 2014 and Consensus statement on concussion in sport: the 4th International Conference on Concussion in Sport held in Zurich, November 2012)

The licensed Athletic Trainer will decide appropriate activities for the day and explain what the student-athlete is allowed to do on any given day during recovery. For the student-athlete's safety, the student-athlete must follow the program that the licensed Athletic Trainer recommends until the student-athlete receives full clearance to return to sports.

Student-athletes who sustain two (2) concussions within the same calendar year or three (3) or more concussions during their four-year high school athletic career will be required to obtain medical clearance from a physician and/or a neurological specialist before returning to athletic participation.

For example, if a student-athlete sustains one concussion as a freshman and a second as a junior, each injury will be managed according to the school's standard concussion protocol. However, if the student-athlete sustains a third concussion during their high school career, additional evaluation and written clearance from a physician and/or neurologist will be required prior to returning to sports.

GUIDELINES FOR COMMUNICATIONS AND SPECTATOR CONDUCT

Athlete-Coach Communication

If an athlete has an issue about their experience on a Monadnock Regional Middle High School athletic team they must first approach the coach. The athletic experience at Monadnock Regional Middle High School provides the opportunity for young people to develop communication skills with adults and those in positions of authority. Athlete-Coach communication will occur strictly through district-approved communication methods only -- school email.

Parent-Coach Communication

Appropriate concerns to discuss with coaches:

1. The treatment of your child mentally and physically.
2. Ways to help your child improve individually and as a team member.
3. Concerns about your child's behavior.

Issues not appropriate for parents to discuss with coaches:

1. Playing time.
2. Other student athletes.
3. Play calling and strategy.
4. Coach's skill and knowledge of the sport.
5. Win/loss record.

Family-Coach 24-Hour Rule

Parents/guardians: Please, do not attempt to confront a coach before, during or following a contest or practice. These can be emotional times for both the parent and the coach and this period does not promote objective analysis of the situation. Please allow at least 24 hours to pass from the completion of the game or practice. When a meeting is set up, the discussion will focus on the issue. Personal opinions are not allowed to control the meeting.

If the meeting with the coach does not prove a satisfactory resolution - Call and set up an appointment with the Athletic Director to discuss the situation. Research indicates that students involved in athletics are most likely to succeed at their chosen profession and make creative contributions to their communities. Many of the character traits, qualities, and attributes required to be a successful student-athlete are exactly those that will promote a successful life after high school.

Communication Protocol-Chain of Command

1. Player to Coach
2. Parent to Coach
3. Athletic Director
4. Principal

Bench Personnel

For liability reasons and tournament contests, only rostered individuals are allowed on the bench area for athletic contests.

Spectator Policy – Contest Conduct

Any spectator exhibiting disruptive behavior at Monadnock Regional Middle High School athletic contests will be asked to leave the venue. Infractions will be documented and further discipline will result in not being allowed to attend any other future events until approved by administration.

We appreciate your support and understanding as we work to provide the best possible experience for our student athletes here at Monadnock Regional Middle High School.

GENERAL INFORMATION

Monadnock Regional High School is a member of the New Hampshire Interscholastic Athletic Association, the governing body for Interscholastic Varsity and Junior Varsity sports teams. Based on school size, we are categorized as Division III in the majority of our athletic programs.

All students in good academic standing are eligible to try out for our teams and are encouraged to do so annually. Players will be subject to the same disciplinary consequences that are in effect for the entire student population, in addition to these expectations presented in the Monadnock Regional Middle High School Athletic Handbook.

Squad size is determined annually by the coach and athletic director, but will not exceed the New Hampshire Interscholastic Athletic Association roster limit. The sports we participate in:

FALL SPORTS

Bass Fishing - CoEd (HS)

Cross Country - Girls & Boys

Field Hockey - Girls

Football - Boys

Golf - CoEd (HS)

Soccer - Girls & Boys

Fall Spirit - CoEd

WINTER SPORTS

Alpine Ski – Girls & Boys (HS)

Basketball - Girls & Boys

Ice Hockey - Boys & Girls (HS)

Indoor Track & Field - Girls & Boys (HS)

Swimming - Girls & Boys (HS)

Winter Spirit - Girls & Boys (HS)

Wrestling - Girls & Boys (HS)

SPRING SPORTS

Baseball - Boys

Softball – Girls

Tennis - Girls & Boys (HS)

Track & Field - Girls & Boys

School Information

Principal: Brett Gottheimer

High School Assistant Principal: Becky Russell

Middle School Assistant Principal: Staci Willbarger

Special Education Administrator: Kathryn Schnare

Athletic Director: Shannon Topa

Monadnock Regional Middle High School

580 Old Homestead Highway | Swanzey, NH 03446 | Telephone: (603) 903-6781





Book	A: Foundations and Basic Commitments
Section	Series A
Title	DRAFT Non-Discrimination, Equal Opportunity Employment and Anti-Discrimination Plan
Code	AC
Status	Policy Committee Review
Adopted	May 3, 1993
Last Revised	March 4, 2025

DRAFT

NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT AND DISTRICT ANTI-DISCRIMINATION PLAN

A.

A. INTRODUCTION AND GENERAL POLICY AGAINST DISCRIMINATION AND HARASSMENT

The District recognizes the right of all students and staff members to learn and work in an environment free from discrimination or harassment, and likewise, that persons participating or attempting to participate in District programs, employment or activities have the right to do so free from discrimination or harassment.

Accordingly, the District prohibits any type of unlawful harassment or discrimination based on age, race, color, religion, creed, sex, national or ethnic origin, gender identity, sexual orientation, marital status, familial status, physical or mental disability, pregnancy, genetic information, or veteran status by employees, students, members of the school community, or by vendors or visitors on school property or at school-sponsored events. No person shall be excluded from or denied the benefits of educational programs or activities on the basis of any of the above classes or economic status.

As described above, the blanket prohibition afforded under this policy, as well as other Board policies, reflects, but goes further than, some of the same protections afforded under multiple State and Federal statutes or regulations, such as, but not limited to, NH RSA 354-A, and NH RSA 193:38-39, Titles IV, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1972, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and the Pregnant Worker Fairness Act. Additionally, bullying or general harassment of students unrelated to any of the characteristics ("protected classes") identified above, is further prohibited under Board policy **JICK** and RSA 193-F. Statutory and regulatory statements and notices of nondiscrimination are included in Section **I** of this policy.

The District has determined that the most effective way to limit harassing or discriminating statements or conduct that is illegal or unlawful under those statutes is to treat it as misconduct under Board policies even when such conduct or statements might not rise to the level of discrimination or harassment prohibited under federal or state law.

B. DEFINITIONS

The definitions found here apply to each Board policy unless and to the extent that such definition is contrary to specific language or context of that policy or other legal authority.

"Days" means calendar days, but excludes non-weekend days on which the SAU office is closed (e.g., holidays, office-wide vacations), or any weekday during the school year on which school is closed (e.g., snow days).

"Discrimination" is conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law, or based on a belief that such a characteristic exists.

A "Grievance" or "Complaint" is a verbal or written report or complaint of discrimination, harassment, or retaliation that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination. The required form and the specific process for making a report may vary depending on the nature of the conduct or issue. See Section **D**, below, for further information.

"Harassment" generally refers to the use of words or engaging in behaviors that annoy, threaten, intimidate, or demean a person without a legitimate purpose. Harassment will often constitute bullying prohibited under Board policy **JICK**. Additionally, harassment may constitute illegal discrimination if the harassing statements or behaviors include explicit or implicit reference to age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin.

"Retaliation" means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by state or federal law, or District policies, procedures, regulations or rules, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, hearing, or appeal under such policies, procedures, etc.

C. POLICY APPLICATION

This policy is applicable to all persons employed or served by the District. It applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event, as set forth in Board policy **JICK**, Pupil Safety and Violence Prevention. Examples of sites and activities include all District buildings and grounds, school buses and other vehicles, field trips, and athletic competitions.

D. REPORT, COMPLAINT, GRIEVANCE PROCEDURES AND CONSEQUENCES

1. Reports and complaints.

- Reports or complaints of sex discrimination, including sex-based harassment, or sexual violence should be made under Board policy **ACAC**;
- Reports or complaints by students of discrimination on the basis of educational disability under the IDEA should be made under Board policy **ACE**;
- Reports or complaints of bullying or other harassment of pupils should be made under Board policy **JICK**;
- Reports or complaints of discrimination, harassment, or retaliation not specified above, including, without limitation, claims relating to race, ethnicity, disability (e.g., ADA or 504), religion, access to the Boy Scouts of America or other Title 36 youth group listed in Title 36, Subtitle II, Part B of the United States Code (as a patriotic society) that is intended to serve young people under the age of 21, and not involving or relating to the District's food services (see **D.1.e**, below) should be made under the grievance procedure in Board policy **ACA**; and

e. Reports or complaints of discrimination based upon protected classes relative to any of the District's food and nutrition services (FNS) programs (school lunches, etc.) should be made under Board policy ~~{**}~~ACF, unless the alleged discriminatory conduct relates to a class identified in **Sections D.1.a or D.1.b** above.

f. Complaints or reports regarding matters not covered in policies listed in **D.1.a-e** should be made to the District **Human Rights Officer**.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct to his/her immediate supervisor, the District ~~Human Rights Officer~~, or as provided in one of the policies or administrative procedures referenced above under this same heading. Additionally, employees who observe an incident of harassment, discrimination or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so.

2. **Grievance Procedures and Investigations.**

Grievance procedures and investigations of any complaints shall be according to the policies listed above and related administrative procedures or regulations.

3. **Consequences and Remedies.**

Employees who violate this policy, including the failure to report or intervene as described in **Section D.1.** above, will be disciplined, up to and including employment termination.

Students who violate this policy will be disciplined in accordance with applicable policies, **Codes of Conduct**, or school/classroom rules and regulations. Patrons, contractors, visitors, or others who violate this policy may be prohibited from District property or otherwise restricted while on District property subject to applicable law. See also Board policy ~~{**}~~KFA. The Superintendent, **Human Rights Officer**, Building Principal, or designees will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

E. **ALTERNATIVE COMPLAINT PROCEDURES AND LEGAL REMEDIES**

At any time, whether or not an individual files a complaint or report under this policy or policy ~~{**}~~ACA, an individual may file a complaint with an external agency, such as the Office for Civil Rights ("OCR") of the United States Department of Education, the New Hampshire Commission for Human Rights, or another relevant authority. The contact information for such agencies is located in ~~{**}~~AC-R(2). Complaints to the OCR, however, must be made within 180 days of the last act of alleged discrimination, harassment or retaliation giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence.

Notwithstanding any other remedy, any person may contact the police or pursue criminal prosecution under state or federal criminal law.

F. **RETALIATION PROHIBITED**

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or making statements in the course of an investigation or grievance procedure. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of an investigation, a disciplinary proceeding, or grievance proceeding does not constitute retaliation, provided, however, that a finding explicitly or implicitly negating a statement, alone, is not sufficient alone to conclude that the person made a materially false statement in bad faith.

G. **HUMAN RIGHTS ~~for Nondiscrimination~~ OFFICER, TITLE IX AND 504/ADA COORDINATORS**

The Superintendent shall assure that District and or building personnel are assigned to the positions listed below. Each year, and more often when personnel change, the Superintendent shall prepare and disseminate as a supplement to this policy ~~{**}~~AC-R(2) an updated list of the person or persons acting in those positions, along with their District contact information, including telephone number, email, and postal and physical addresses:

Human Rights ~~for Nondiscrimination~~ Officer ~~_____ [check district policies for title]~~

Title IX Coordinator ~~_____ [delete endnote]~~

504/ADA Coordinator ~~_____ [delete endnote]~~

The Appendix will also include current contact information for relevant state and federal agencies including:

U.S. Department of Education, Office of Civil Rights
U.S. Department of Agriculture, Office of Civil Rights
N.H. Human Rights Commission
N.H. Department of Justice, Civil Rights Unit
N.H. Department of Education, Commissioner of Education

H. **DISTRICT ANTI-DISCRIMINATION PLAN**

No later than October 15, 2020, the Superintendent shall develop and provide to the Board for approval, a coordinated written District Anti-Discrimination Plan (the "Plan") to include guidelines, protocols, and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination.

Among other things, the Plan should include provisions and recommendations with respect to resources, policies, complaint procedures, student education programs, Plan dissemination, and training appropriate to carrying out the Plan objectives stated in the preceding paragraph.

In developing the Plan, the Superintendent is encouraged to seek input from appropriate groups of the school and local community and coordinate with the District's **Human Rights ~~(Nondiscrimination)~~ Officer** and Title IX and 504 Coordinators.

No less than once every two years (off years from review of the District's Suicide Prevention Plan per Policy ~~{**}~~JLDBB), the Superintendent shall update the District Anti-Discrimination Plan, and present the same to the Board for review. Such Plan updates should be submitted to the Board in time for appropriate budget consideration.

I. **STATUTORY AND REGULATORY NONDISCRIMINATION STATEMENTS AND NOTICES**

1. **Comprehensive Prohibition Against Discrimination in Educational Programs and Activities.**

Under State or Federal law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. As used in this section, "race" means immutable traits associated with race, including hair texture and protective hairstyles and "protective hairstyles" means hairstyles or hair type, including braids, locs, tight coils or curls, cornrows, Bantu knots, Afros, twists, and headwraps. Discrimination, including harassment, against any person in the District's education programs, on the basis of any of the above classes, or a person's creed, is prohibited.

Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy ~~{**}~~JICK Pupil Safety and Violence Prevention.

2. **Equal Opportunity of Employment and Prohibition Against Discrimination in Employment.**

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job as specified in the pertinent job description(s).

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

3. **USDA Nondiscrimination Statement (copied from Policy ~~XXX~~ ACF).**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Form AD-3027](#) (linked tested 2024/5/9), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- a. **Mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- b. **Fax:**
(833) 256-1665 or (202) 690-7442; or
- c. **Email:**
Program.Intake@usda.gov

J. **COLLABORATION WITH OUTSIDE AGENCIES**

Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out interim or disciplinary measures. The District will disclose information to the District's attorney, law enforcement, and others when necessary to enforce this policy or when required by law. In implementing this policy, the District will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The District will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with Board policy, state and federal laws, and as advised by the District's attorney.

K. **ADDITIONAL REPORTING REQUIREMENTS**

Reports under this Policy are in addition to and do not replace other reporting requirements mandated by law or other policies - see, e.g., Educator Code of Conduct (see Board policy ~~XXX~~ GBEAB), abuse or neglect of children (see RSA 169-C:29 and policy ~~XXX~~ JLF), acts of "theft, destruction, or violence" (see RSA 193-D:4, I (a) and Ed 317.06), incidents of "bullying" (see RSA 193-F and policy ~~XXX~~ JICK), and hazing (see RSA 671:7).

L. **ADMINISTRATIVE PROCEDURES, REGULATIONS AND TRAINING PROGRAMS**

The Superintendent shall develop such other procedures and regulations, and shall ensure that training programs are provided as are necessary and appropriate to implement this policy as well as the other policies referenced above.

M. **NOTICE OF COMPLIANCE**

The Superintendent will provide notice of the nondiscrimination statements and notices, the Anti-Discrimination Plan, to all applicants for employment, employees, students, parents, and other interested persons as required by statute, policy or regulation, or as the Superintendent may otherwise deem appropriate.

~~[[Delete endnote]]~~ The specific title "Title IX Coordinator" is required by federal regulations.

~~[[Delete endnote]]~~ The specific titles of "504 Coordinator" and "ADA Coordinator" are required by federal rules/guidelines. One person can serve as Coordinator for both and have the title "504/ADA Coordinator" shown here, or different people can serve in each role.

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Statutes	Description
RSA 186:11, XXXIII	Discrimination
RSA 193-F	Pupil Safety and Violence Prevention
RSA 193:38	Discrimination in Public Schools
RSA 275:37-f	Leave of Absence to Attend Medical Appointments for Childbirth, Postpartum Care, and Infant Pediatric Medical Appointments
RSA 275:71	Prohibited Conduct by Employer
RSA 275:78-83	Policies Relating to Nursing Mothers (Scroll down to sections 275:78-83)
RSA 354-A	State Commission for Human Rights
RSA 354-A:1	(Human Rights) Title and Purposes of Chapter
RSA 354-A:27	Opportunity for Public Education without Discrimination a Civil Right
RSA 354-A:6	Opportunity for Employment without Discrimination a Civil Right

NH Dept of Ed Regulation
N.H. Code Admin. Rules Ed 303.01 (i)

Federal Regulations
34 CFR 108
89 FR 29182

Federal Statutes
1st Amendment
20 U.S.C §1681, et seq
20 U.S.C. §1400-1417
20 U.S.C. §4071
20 U.S.C. §7905
29 U.S.C. 621, et seq.
29 U.S.C. 705
29 U.S.C. 794
29 U.S.C. section 2611, et seq.
36 U.S.C. Subtitle II Part B
42 U.S.C. §2000bb - §2000bb-4
42 U.S.C. 12101, et seq.
42 U.S.C. 2000c
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
42 U.S.C. 2000gg
42 U.S.C. 218d

Federal Cases
494 U.S. 872 (1990)
514 F.3d 87 (1st Cir. 2008)
597 U.S. 507 (2022)
600 U.S. 447 (2023)

Cross References

Code
ACA
ACAC
ACD
ACE
ACF
ACN
EF
EFAA
GBAM
GBI
GDB
IHBA
IHBA-R(1)
IHBAM
IHBCA
IHBG
IKG
JICK
JICK-R(1)
JICK-R(2)
JICK-R(3)
JJA
JJA-R(1)
JJIC
KEE
KFA
KFA-R(1)

Description
[School Board Substantive Duties](#)

Description
[Equal Access to Public School Facilities for the Boy Scouts of America and Other Designated Youth Groups](#)
[Pregnant Workers Fairness Act \("PWFA"\)](#)

Description
[U.S. Const.](#)
[Title IX of the Education Amendments of 1972](#)
[Individuals with Disabilities Education Act \(IDEA\)](#)
[Equal Access Act \(student religious groups\)](#)
[Equal access to public school facilities \("Boy Scouts of America Equal Access Act"\)](#)
[The Age Discrimination in Employment Act of 1967](#)
[The Rehabilitation Act of 1973 - Definitions](#)
[Rehabilitation Act of 1973 \(Section 504\)](#)
[Family and Medical Leave Act of 1993 \(Pub. L. 103-3\)](#)
Organizations
[Religious Freedom Restoration](#)
[Title II of The Americans with Disabilities Act of 1990](#)
[Title IV of the Civil Rights Act of 1964](#)
[Title VI of the Civil Rights Act of 1964](#)
[Title VII of the Civil Rights Act of 1964](#)
[Pregnant Worker Fairness Act \("PWFA"\)](#)
[Pump for Nursing Mothers Act \("PUMP Act"\)](#)

Description
[Employment Division, Department of Human Resources of Oregon v. Smith](#)
[Parker v. Hurley](#)
[Kennedy v. Bremerton School District](#)
[Groff v. DeJoy](#)

Description
[Discrimination and Harassment Grievance Procedure](#)
[Prohibition of Sexual Harassment: Policy and Grievance Procedures](#)
[Religious Neutrality & Religious Accommodations](#)
[Procedural Safeguards: Nondiscrimination on the Basis of Disability](#)
[Food and Nutrition Services: Anti-Discrimination and Civil Rights Complaints](#)
[Accommodation of Nursing Mothers](#)
[Food Service Management](#)
[Meal Charging](#)
[Accommodation of Pregnancy, Childbirth, Pediatric Infant Care and other Related Conditions](#)
[Staff Participation in Political Activities](#)
[Employment of Non-Certified Personnel](#)
[Programs for Pupils with Disabilities](#)
[Programs for Pupils with Disabilities - Section 504 - Notice of Parent & Student Rights](#)
[District Special Education Policy and Procedures Manual](#)
[Accommodation of Pregnancy and Related Medical Conditions: Students](#)
[Home Education Instruction](#)
[Awards and Scholarships](#)
[Bullying Prevention - Pupil Safety and Violence Prevention](#)
[Bullying Prevention - Pupil Safety and Violence Prevention - Report Form](#)
[Bullying Prevention - Pupil Safety and Violence Prevention - Bullying Report Form](#)
[Bullying Prevention - Pupil Safety and Violence Prevention - School Board Notification of Bullying Report](#)
[Student Activities & Organizations](#)
[Student Activities & Organizations - Eligibility Standards](#)
[Eligibility for Interscholastic Athletics](#)
[Website Accessibility and Grievance](#)
[Conduct on School Property](#)
[Conduct on School Property - Assaults](#)



Book	A: Foundations and Basic Commitments
Section	Series A
Title	Non-Discrimination, Equal Opportunity Employment and Anti-Discrimination Plan
Code	AC
Status	Active
Adopted	May 3, 1993
Last Revised	March 4, 2025

NON-DISCRIMINATION, EQUAL OPPORTUNITY EMPLOYMENT AND DISTRICT ANTI-DISCRIMINATION PLAN

A. INTRODUCTION AND GENERAL POLICY AGAINST DISCRIMINATION AND HARASSMENT

The District recognizes the right of all students and staff members to learn and work in an environment free from discrimination or harassment, and likewise, that persons participating or attempting to participate in District programs, employment or activities have the right to do so free from discrimination or harassment.

Accordingly, the District prohibits any type of unlawful harassment or discrimination based on age, race, color, religion, creed, sex, national or ethnic origin, gender identity, sexual orientation, marital status, familial status, physical or mental disability, pregnancy, genetic information, or veteran status by employees, students, members of the school community, or by vendors or visitors on school property or at school-sponsored events. No person shall be excluded from or denied the benefits of educational programs or activities on the basis of any of the above classes or economic status.

As described above, the blanket prohibition afforded under this policy, as well as other Board policies, reflects, but goes further than, some of the same protections afforded under multiple State and Federal statutes or regulations, such as, but not limited to, NH RSA 354-A, and NH RSA 193:38-39, Titles IV, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1972, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and the Pregnant Worker Fairness Act. Additionally, bullying or general harassment of students unrelated to any of the characteristics ("protected classes") identified above, is further prohibited under Board policy JICK and RSA 193-F. Statutory and regulatory statements and notices of nondiscrimination are included in Section I of this policy.

The District has determined that the most effective way to limit harassing or discriminating statements or conduct that is illegal or unlawful under those statutes is to treat it as misconduct under Board policies even when such conduct or statements might not rise to the level of discrimination or harassment prohibited under federal or state law.

B. DEFINITIONS

The definitions found here apply to each Board policy unless and to the extent that such definition is contrary to specific language or context of that policy or other legal authority.

"Days" means calendar days, but excludes non-weekend days on which the SAU office is closed (e.g., holidays, office-wide vacations), or any weekday during the school year on which school is closed (e.g., snow days).

"Discrimination" is conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law, or based on a belief that such a characteristic exists.

A "Grievance" or "Complaint" is a verbal or written report or complaint of discrimination, harassment, or retaliation that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination. The required form and the specific process for making a report may vary depending on the nature of the conduct or issue. See Section ___D, below, for further information.

"Harassment" generally refers to the use of words or engaging in behaviors that annoy, threaten, intimidate, or demean a person without a legitimate purpose. Harassment will often constitute bullying prohibited under Board policy JICK. Additionally, harassment may constitute illegal discrimination if the harassing statements or behaviors include explicit or implicit reference to age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin.

"Retaliation" means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by state or federal law, or District policies, procedures, regulations or rules, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, hearing, or appeal under such policies, procedures, etc.

C. POLICY APPLICATION

This policy is applicable to all persons employed or served by the District. It applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event, as set forth in Board policy JICK, Pupil Safety and Violence Prevention. Examples of sites and activities include all District buildings and grounds, school buses and other vehicles, field trips, and athletic competitions.

D. REPORT, COMPLAINT, AND GRIEVANCE PROCEDURES

1. Reports or complaints of sex discrimination, including sex-based harassment, or sexual violence
2. Reports or complaints by students of discrimination on the basis of educational disability under the IDEA should be made under Board policy ACE;
3. Reports or complaints of bullying or other harassment of pupils should be made under Board policy JICK;
4. Reports or complaints of discrimination, harassment, or retaliation not specified above, including, without limitation, claims relating to race, ethnicity, disability (e.g., ADA or 504), religion, access to the Boy Scouts of America or other Title 36 youth group listed in Title 36, Subtitle II, Part B of the United States Code (as a patriotic society) that is intended to serve young people under the age of 21, and not involving or relating to the District's food services (see number 5 below) should be made under the grievance procedure in Board policy ACA; and
5. Reports or complaints of discrimination based upon protected classes relative to any of the District's food and nutrition services (FNS) programs (school lunches, etc.) should be made under Board policy ACF, unless the alleged discriminatory conduct relates to a class identified in Sections D.1 or D.2
 - Any person who believes that he or she has been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying, should contact the District Human Rights Officer, or otherwise as provided in the policies referenced above under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct to his/her immediate supervisor, the District Human Rights Officer, or as provided in one of the policies or administrative procedures referenced above under this same heading. Additionally, employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

Investigations and resolution of any complaints shall be according to the policies listed above and related administrative procedures or regulations. Complaints or reports regarding matters not covered in those policies should be made to the District Human Rights Officer.

E. ALTERNATIVE COMPLAINT PROCEDURES AND LEGAL REMEDIES

At any time, whether or not an individual files a complaint or report under this policy or policy ACA, an individual may file a complaint with an external agency, such as the Office for Civil Rights ("OCR") of the United States Department of Education, the New Hampshire Commission for Human Rights, or another relevant authority. The contact information for such agencies is located in AC-R(2). Complaints to the OCR, however, must be made within 180 days of the last act of alleged discrimination, harassment or retaliation giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence.

Notwithstanding any other remedy, any person may contact the police or pursue criminal prosecution under state or federal criminal law.

F. RETALIATION PROHIBITED

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or making statements in the course of an investigation or grievance procedure. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of an investigation, a disciplinary proceeding, or grievance proceeding does not constitute retaliation, provided, however, that a finding explicitly or implicitly negating a statement, is not sufficient alone to conclude that the person made a materially false statement in bad faith.

G. HUMAN RIGHTS OFFICER, TITLE IX AND 504/ADA COORDINATORS

The Superintendent shall assure that District and or building personnel are assigned to the positions listed below. Each year, and more often when personnel change, the Superintendent shall prepare and disseminate as a supplement to this policy AC-R(2) an updated list of the person or persons acting in those positions, along with their District contact information, including telephone number, email, and postal and physical addresses:

Human Rights Officer _____ [check district policies for title].

Title IX Coordinator

504/ADA Coordinator

The Appendix will also include current contact information for relevant state and federal agencies including:

U.S. Department of Education, Office of Civil Rights
 U.S. Department of Agriculture, Office of Civil Rights
 N.H. Human Rights Commission
 N.H. Department of Justice, Civil Rights Unit
 N.H. Department of Education, Commissioner of Education

H. DISTRICT ANTI-DISCRIMINATION PLAN

No later than October 15, 2020, the Superintendent shall develop and provide to the Board for approval, a coordinated written District Anti-Discrimination Plan (the "Plan") to include guidelines, protocols, and procedures intended to prevent, assess the presence of, intervene in, and respond to incidents of discrimination.

Among other things, the Plan should include provisions and recommendations with respect to resources, policies, complaint procedures, student education programs, Plan dissemination, and training appropriate to carrying out the Plan objectives stated in the preceding paragraph.

In developing the Plan, the Superintendent is encouraged to seek input from appropriate groups of the school and local community and coordinate with the District's Human Rights Officer and Title IX and 504 Coordinators.

No less than once every two years (off years from review of the District's Suicide Prevention Plan per Policy JLDDB), the Superintendent shall update the District Anti-Discrimination Plan, and present the same to the Board for review. Such Plan updates should be submitted to the Board in time for appropriate budget consideration.

I. STATUTORY AND REGULATORY NONDISCRIMINATION STATEMENTS AND NOTICES

1. Comprehensive Prohibition Against Discrimination in Educational Programs and Activities.

Under State or Federal law and Board policy, no person shall be excluded from, denied the benefits of, or subjected to discrimination in the District's public schools because of their age, sex, gender identity, sexual orientation, race, color, marital status, familial status, disability, religion or national origin. As used in this section, "race" means immutable traits associated with race, including hair texture and protective hairstyles and "protective hairstyles" means hairstyles or hair type, including braids, locs, tight coils or curls, cornrows, Bantu knots, Afros, twists, and headwraps. Discrimination, including harassment, against any person in the District's education programs, on the basis of any of the above classes, or a person's creed, is prohibited.

Finally, there shall be no denial to any person of the benefits of educational programs or activities, on the basis of any of the above classes, or economic status.

Harassment of students other than on the basis of any of the classes or categories listed above is prohibited under Board policy JICK Pupil Safety and Violence Prevention.

2. Equal Opportunity of Employment and Prohibition Against Discrimination in Employment.

The School District is an Equal Opportunity Employer. The District ensures equal employment opportunities without regard to age, color, creed, disability, gender identity, marital status, national origin, pregnancy, race, religion, sex, or sexual orientation. The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job as specified in the pertinent job description(s).

Discrimination against and harassment of school employees because of age, sex, race, creed, religion, color, marital status, familial status, physical or mental disability, genetic information, national origin, ancestry, sexual orientation, or gender identity are prohibited. Additionally, the District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

3. USDA Nondiscrimination Statement (copied from Policy ACF).

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g.,

Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA

Program Discrimination Complaint Form which can be obtained online at: [USDA Form AD-3027](#) (linked tested 2024/5/9), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **Mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. **Fax:**
(833) 256-1665 or (202) 690-7442; or
3. **Email:**
Program.Intake@usda.gov

J. COLLABORATION WITH OUTSIDE AGENCIES

Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out interim or disciplinary measures. The District will disclose information to the District's attorney, law enforcement, and others when necessary to enforce this policy or when required by law. In implementing this policy, the District will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The District will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with Board policy, state and federal laws, and as advised by the District's attorney.

K. ADDITIONAL REPORTING REQUIREMENTS

Reports under this Policy are in addition to and do not replace other reporting requirements mandated by law or other policies - see, e.g., Educator Code of Conduct (see Board policy GBEAB), abuse or neglect of children (see RSA 169-C:29 and policy JLF), acts of “theft, destruction, or violence” (see RSA 193-D:4, I (a) and Ed 317.06), incidents of “bullying” (see RSA 193-F and policy JICK), and hazing (see RSA 671:7).

L. ADMINISTRATIVE PROCEDURES, REGULATIONS AND TRAINING PROGRAMS

The Superintendent shall develop such other procedures and regulations, and shall ensure that training programs are provided as are necessary and appropriate to implement this policy as well as the other policies referenced above.

M. NOTICE OF COMPLIANCE

The Superintendent will provide notice of the nondiscrimination statements and notices, the Anti-Discrimination Plan, to all applicants for employment, employees, students, parents, and other interested persons as required by statute, policy or regulation, or as the Superintendent may otherwise deem appropriate.

Revision Dates: 03/04/2025, 8/20/202

A-	
NH Statutes RSA 186:11, XXXIII RSA 193-F RSA 193:38 RSA 275:71 RSA 275:78-83 RSA 354-A RSA 354-A:1 RSA 354-A:27 RSA 354-A:6	Description Discrimination Student Safety and Violence Protection Act Discrimination in Public Schools Prohibited Conduct by Employer Policies Relating to Nursing Mothers (Scroll down to sections 275:78-83) State Commission for Human Rights (Human Rights) Title and Purposes of Chapter Opportunity for Public Education without Discrimination a Civil Right Opportunity for Employment without Discrimination a Civil Right
NH Dept of Ed Regulation N.H. Code Admin. Rules Ed 303.01 (i)	Description School Board Substantive Duties
Federal Regulations 34 CFR 108 89 FR 29182	Description Equal Access to Public School Facilities for the Boy Scouts of America and Other Designated Youth Groups Pregnant Workers Fairness Act ("PWFA")
Federal Statutes 20 U.S.C 1681, et seq 20 U.S.C. § 1400-1417 20 U.S.C. § 7905 29 U.S.C. 621, et seq. 29 U.S.C. 705 29 U.S.C. 794 36 U.S.C. Subtitle II Part B 42 U.S.C. 12101, et seq. 42 U.S.C. 2000c 42 U.S.C. 2000d et seq. 42 U.S.C. 2000e et seq. 42 U.S.C. 2000gg 42 U.S.C. 218d	Description Title IX of the Education Amendments of 1972 Individuals with Disabilities Education Act (IDEA) Equal access to public school facilities ("Boy Scouts of America Equal Access Act") The Age Discrimination in Employment Act of 1967 The Rehabilitation Act of 1973 - Definitions Rehabilitation Act of 1973 (Section 504) Organizations Title II of The Americans with Disabilities Act of 1990 Title IV of the Civil Rights Act of 1964 Title VI of the Civil Rights Act of 1964 Title VII of the Civil Rights Act of 1964 Pregnant Worker Fairness Act ("PWFA") Pump for Nursing Mothers Act ("PUMP Act")

Cross References

Code	Description
ACA	Discrimination and Harassment Grievance Procedure
ACAC	Prohibition of Sexual Harassment: Policy and Grievance Procedures
ACD	Commitment to Religious Neutrality
ACE	Procedural Safeguards: Nondiscrimination on the Basis of Disability
ACF	Food and Nutrition Services: Anti-Discrimination and Civil Rights Complaints
ACN	Accommodation of Nursing Mothers
EF	Food Service Management
EFAA	Meal Charging
GBAM	Accommodation of Pregnancy and Related Medical Conditions: Personnel
GBI	Staff Participation in Political Activities
GDB	Employment of Non-Certified Personnel
IHBA	Programs for Pupils with Disabilities
IHBA-R(1)	Programs for Pupils with Disabilities - Section 504 - Notice of Parent & Student Rights
IHBAM	District Special Education Policy and Procedures Manual
IHBCA	Accommodation of Pregnancy and Related Medical Conditions: Students
IHBG	Home Education Instruction
IKG	Awards and Scholarships
JICK	Pupil Safety and Violence Prevention
JICK-R(1)	Pupil Safety and Violence Prevention - Report Form
JICK-R(2)	Pupil Safety and Violence Prevention - Bullying Report Form
JICK-R(3)	Pupil Safety and Violence Prevention - School Board Notification of Bullying Report
JJA	Student Activities & Organizations
JJA-R(1)	Student Activities & Organizations - Eligibility Standards
JJIC	Eligibility for Interscholastic Athletics
KEE	Website Accessibility and Grievance
KFA	Conduct on School Property
KFA-R(1)	Conduct on School Property - Assaults

Last Modified by Lillian Sutton on March 13, 2025



Book	A: Foundations and Basic Commitments
Section	Series A
Title	DRAFT Discrimination and Harassment Grievance Procedure
Code	ACA
Status	Policy Committee Review
Adopted	August 20, 2024
Last Revised	March 4, 2025

DRAFT

Discrimination and Harassment Grievance Procedure

A. Purpose.

As described in Board policy AC{**} and other policies referenced there, the District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation* in admission or access to, or treatment or employment in, its programs, services, activities, and facilities.

*NOTE: Definitions for these terms can be found in policy AC{**}.

This policy provides a grievance process for any complaints of illegal discrimination, harassment, or retaliation that are not addressed by other Board policies. For example, while race-based or ethnicity-based harassment or discrimination could be addressed through the grievance process in this policy, sex discrimination or sex-based harassment must be addressed under policy ACAC{**}.

See policy AC{**} for policies for those types of discrimination, harassment, or retaliation for which grievance and complaint procedures are set forth in a separate policy.

The District does not assume responsibility or liability for actions that are unrelated to the District's programs or activities. However, the District may investigate any behavior that occurs on or off District property to the extent that such an investigation is necessary for the District to meet its legal obligations to address discrimination, harassment, and retaliation that negatively impact the education or work environment in the District. The District can address such behavior only when and to the extent that the District has the legal authority to do so.

B. Reports and Complaints of Discrimination or Harassment.

Under this policy, a **report** is nothing more than providing information to the District regarding conduct or statements that might constitute discrimination, harassment, or retaliation ("Discriminatory Conduct") as described below. A **grievance** or **complaint** (referred to in this policy as a "**Complaint**") is a verbal or written report or complaint of Discriminatory Conduct that objectively can be understood as a request for the District to investigate and make a determination about alleged Discriminatory Conduct. A Complaint is required to initiate the formal Grievance Process as described below.

C. Reports – Informal Process.

Contact information for the District's **Human Rights Officer**, Title IX Coordinator, and 504/ADA Coordinator can be found in AC-R(2){**}. [See and delete endnote]

Upon receiving a report, the **Human Rights Officer** may determine that the incident has been appropriately addressed or may recommend additional action.

1. Reports of prohibited or illegal Discriminatory Conduct should be made to the District ~~for building (if applicable)~~ **Human Rights Officer** under this policy unless:
 - a. The report is about the **Human Rights Officer**, Title IX Coordinator, or 504/ADA Coordinator, in which case the report may be made directly to the Superintendent or Superintendent's designee, who shall then appoint an alternate to act in place of the disqualified officer.
 - b. The report concerns potential **sex discrimination, sex-based harassment, or retaliation**, in which case the report should be made to the **District ~~for building (if applicable)~~ Title IX Coordinator** under policy **ACAC{**}**.
 - c. The report concerns potential discrimination, harassment, or retaliation related to a real or perceived **disability**, in which case the report should be made to the **District's 504/ADA Coordinator** under this policy.
 - d. The report concerns **harassment that does not involve a protected class** (included in AC{**}), in which case the report shall be made to the **Building Principal** under policy **JICK{**}**.
2. Any person who believes they have been subjected to prohibited or illegal Discriminatory Conduct may report the alleged acts to the District ~~for building (if applicable)~~ **Human Rights Officer** in accordance with this policy.

If a student is more comfortable reporting to a person other than the **Human Rights Officer** (e.g., guidance counselor, teacher, Principal), the student may tell any school district employee or volunteer. The employee or volunteer shall then make a report as discussed above and below in this Section C.

3. Any person who witnesses or receives a report of behavior they believe to be Discriminatory Conduct should report the alleged acts immediately to the District ~~for building (if applicable)~~ **Human Rights Officer**. ~~Delete endnote~~

If a student is more comfortable reporting to a person other than the **Human Rights Officer** (e.g., guidance counselor, teacher, Principal), the student may tell any school district employee or volunteer. The employee or volunteer shall then make a report per the following paragraph.

District employees and volunteers are required to report any bullying, harassment or other discriminatory conduct as soon as possible, but not later than the end of the school day, or, if occurring after the end of the school day, then no later than the end of the next business day. The employee/volunteer reporting requirement does not apply if (i) the employee or volunteer is the subject of the bullying, harassment or other discriminatory conduct, AND (ii) no student witnessed or was otherwise impacted by the conduct.

D. Definitions.

For the purposes of this policy and only this policy, terms are defined as follows.

"**Complaint**" means a document filed by a complainant, alleging discrimination or harassment against a respondent or the District, and requesting that the District investigate the allegation of harassment or discrimination. ("Complaint" is to be distinguished from a "Report" as defined below.)

- Complaints involving sex discrimination, sexual harassment (whether under Title IX or other), or retaliation must be referred to the Title IX Coordinator. See policy ACAC^(**) for the Title IX Grievance Procedure.
- Complaints involving discrimination, harassment, or retaliation relative to a real or perceived disability must be referred to the 504/ADA Coordinator. Such complaints will be addressed in accordance with this policy and “Human Rights Officer” below shall refer to the 504/ADA Coordinator.
- Complaints of harassment that do not involve protected classes as identified in policy AC^(**) should be processed under policy JICK^(**), the District’s anti-bullying policy and procedures.
- All other Complaints will be managed by the Human Rights Officer.

“**Complainant**” is the person making a complaint. The Complainant may or may not be the Victim. If the Complainant is under 18 years of age, the Complainant’s parent(s) or legal guardian(s) shall also receive any communication regarding the Complaint or Grievance Process to which the Complainant is entitled.

“**Discriminatory Conduct**” refers to discrimination, harassment, or retaliation.

“**Grievance Process**” is the formal investigation and determination of whether prohibited or illegal discrimination, harassment, or retaliation occurred, and may include appeals.

“**Human Rights Officer**” is the person assigned to that role in the District; contact information for this person can be found in policy AC-R(2)^(**). If the Human Rights Officer designates another person to act as the Human Rights Officer, “Human Rights Officer” shall refer to that designee. Similarly, if the Human Rights Officer directs a Complaint to the 504/ADA Coordinator, “Human Rights Officer” as used in this policy refers to the 504/ADA Coordinator. If the report or Complaint of alleged discrimination, harassment, or retaliation involves the Human Rights Officer, “Human Rights Officer” shall refer to a person assigned by the Superintendent or the Superintendent’s designee to handle the report or Complaint.

“**Report**” is information provided to the District regarding conduct or statements that might constitute discrimination, harassment, or retaliation. A report does NOT prompt the Grievance Process; only a Complaint initiates the formal Grievance Process.

“**Respondent**” is the person who allegedly engaged in the prohibited or illegal discrimination, harassment, or retaliation. If a District policy, procedure, rule, custom, or practice is the subject of a report or Complaint and not a specific person, the District is considered the Respondent. If a Respondent is under 18 years of age, the Respondent’s parent(s) or legal guardian(s) shall also receive any communication regarding the Complaint or Grievance Process to which the Respondent is entitled.

“**Victim**” is the person who was allegedly subjected to the prohibited or illegal discrimination, harassment, or retaliation. The Victim may or may not be the Complainant. If a Victim is under 18 years of age, the Victim’s parent(s) or legal guardian(s) shall also receive any communication regarding the Complaint or Grievance Process to which the Victim is entitled.

“**Witness**” is a person who may have information regarding the alleged discrimination, harassment, or retaliation.

E. Complaints and Initiation of the Formal Grievance Process.

A person begins the formal grievance process by making a Complaint with the Human Rights Officer. If the Complaint is against the Human Rights Officer, the Title IX Coordinator, or the 504/ADA Coordinator, or if some other conflict of interest exists, the Complaint may be made to the Superintendent or Superintendent’s designee, who shall then appoint an alternate to act in place of the disqualified officer. For Complaints against the Human Rights Officer, the appointed alternate shall be deemed the “Human Rights Officer” for purposes of all the duties and powers of the Human Rights Officer as described below.

[The District’s Complaint form can be found here (insert website link to form) or obtained from the Human Rights Officer.] Written Complaints are strongly encouraged, as a written record provides certainty regarding the nature of the Complaint. If an oral Complaint is made, the Human Rights Officer will offer to assist in the preparation of a written Complaint or, if assistance is refused, to create a recording of the oral Complaint. If both assistance and recording are refused by the Complainant, the District will investigate the expressed oral Complaint but, again, notes that an undocumented or unrecorded Complaint may result in uncertainty regarding the nature of the Complaint.

The submission of a Complaint initiates Level 1 of the Grievance Process as described below. Upon receiving the Complaint, the Human Rights Officer will review the Complaint to determine whether it concerns allegations more appropriately addressed under a different procedure in accordance with policy AC^(**).

Complaints should be made as soon as possible. Complainants are advised that complaints to the Office for Civil Rights of the United States Department of Education (“OCR”) must be made within 180 days of the last act of alleged discrimination, harassment, or retaliation giving rise to the complaint or from the date the Complainant could reasonably have become aware of such occurrence.

If the person making the Complaint (the “Complainant”) or the person alleged to have committed the discriminatory conduct (the “Respondent”) is under 18 years of age, the Human Rights Officer shall notify their parent(s)/guardian(s) of the Complaint.

In determining whether the alleged actions constitute prohibited or illegal Discriminatory Conduct, the District will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred, and all other relevant information. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that Discriminatory Conduct or other prohibited behavior has occurred, the District will take prompt and effective corrective action in accordance with law and Board policy.

Level I – Investigation and Initial Determination:

The Human Rights Officer will initiate an impartial investigation within five days of receiving the Complaint. The Human Rights Officer may appoint another qualified person (e.g. Building Principal, etc.) to undertake the investigation. The Human Rights Officer or the appointed designee shall be known as the Investigator. The Investigator shall coordinate with the Superintendent with respect to assignment of persons or resources to fulfill the District’s obligations, both general and case specific, relative to this policy (e.g., supplemental investigators, specialists); this may involve the retention of third-party personnel or additional expenditure of resources.

The Investigator shall conduct a prompt, impartial, adequate, reliable, and thorough investigation, including the opportunity for the Complainant and other parties involved to identify witnesses and provide information and other evidence. The Investigator will evaluate all relevant information and documentation relating to the Complaint.

Within 30 working days of receiving the Complaint, the Investigator will complete a written report that summarizes the investigation and makes determinations as to whether the facts indicate a violation of this policy based on the appropriate legal standard. If someone other than the Human Rights Officer served as Investigator, the Human Rights Officer will receive the report and either adopt the report as submitted or modify and complete the report upon further investigation and/or review of applicable policy and law. If the determination is that prohibited or illegal Discriminatory Conduct occurred, the Human Rights Officer will recommend corrective action to the Superintendent to address the discrimination, harassment, or retaliation; prevent recurrence; and remedy its effects.

The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and the Respondent(s) will be notified of the determination in writing, within five working days of the completion of the investigatory report.

An extension of the investigation and any other deadlines/periods identified in this Section may be warranted if extenuating circumstances exist as determined by the Investigator. The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and the Respondent(s) will be notified when deadlines are extended.

Level II – Appeal:

Within five working days after receiving the Level I decision, the Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), or any Respondent may appeal the Investigator’s decision to the Superintendent by notifying the Superintendent in writing. The Superintendent shall impartially review the matter or may designate another qualified person to conduct a prompt and impartial review.

Within ten working days, the Superintendent or designee will complete a written decision on the appeal, stating whether a violation of District policy is found and, if so, stating what corrective actions will be implemented, or, the Superintendent/designee may determine to remand the matter to the Investigator for further investigation or consideration. If someone other than the Superintendent conducts the appeal, the Superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the Level I Investigator. The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and any Respondent will be notified in writing, within five working days of the Superintendent’s decision, regarding whether the Superintendent or designee upheld, overturned, or modified the Level I decision.

Level III – Appeal:

Within five working days after receiving the Level II decision, the Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), or any Respondent may appeal the Superintendent’s decision by notifying the Superintendent and School Board Chair in writing.

Level III appeals may only be based upon one or more of the following grounds, which must be stated specifically in the party’s written appeal:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
3. ~~Additional bases may be added by a district if made available equally to both parties~~; OR
4. The Investigator, or Superintendent/designee had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Appeals for any other reason not included in the written appeal will not be heard.

Appeals that pertain only to disciplinary sanctions may be made pursuant to the District's ordinary review process for discipline, or, to the extent applicable, any statutory or other processes provided under collective bargaining agreements or individual contracts.

Upon receiving a written appeal, the School Board Chair will promptly confer with the School Board's attorney for guidance as to whether assigning the appeal to an outside hearing officer is in the best interests of the District. This conference may occur with the Board in the context of a consultation with counsel under 91-A:2, II (b).

The Level III appeal, and the written decision will be conducted consistent with the procedures established under Ed 204.01, and such other procedures as may be agreed upon by the parties. Without impairing or limiting those provisions, the Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and each Respondent will be allowed to address or otherwise submit information to the Board/hearing officer, and the Board/hearing officer may call for the presence of other persons the Board/hearing officer deems necessary. Within 30 calendar days of the conclusion of the hearing, the Board/hearing officer will issue a written decision to the interested parties (subject to such confidentiality as is consistent with applicable law). The decision will include all information required under Ed 204.01 (c)-(e).

An aggrieved party has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of Ed. 204.01(g). Absent such an appeal, the Level III decision is final.

F. Confidentiality.

Information contained in reports or Complaints, or the records relating to a formal grievance process, including, e.g., the identities of the Complainant(s), victim(s), Respondent(s), or witness(es), will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The District will make reports to appropriate authorities as necessary or as required by law.

G. District Actions in Absence of Formal Complaint.

Even if the person who is the subject of the alleged discriminatory conduct does not file a Complaint under this policy, if the District otherwise learns about possible discrimination, harassment, or retaliation, including violence, the Human Rights Officer will conduct a prompt, impartial, adequate, reliable, and thorough investigation to determine whether conduct in violation of law, District policy, or District ~~Expectations, Code of Conduct~~ occurred, and will consult with the Building Principal and/or Superintendent regarding recommended supportive measures, remedies, and/or disciplinary consequences as deemed necessary or appropriate.

H. Interim and/or Supportive Measures.

When a report or Complaint is made or the District otherwise learns of potential discrimination, harassment, or retaliation, the District will take immediate action to protect the alleged victim(s), including implementing interim and/or supportive measures. Such measures may be provided on a temporary, long-term, or permanent basis and include, but are not limited to, altering a class seating arrangement, providing additional supervision, or suspending an employee pending an investigation. The District will also take immediate steps to prevent retaliation against the alleged victim(s) and/or Complainant(s), any person associated with the alleged victim(s) and/or Complainant(s), or any witness(es) or participant(s) in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to make reports or Complaints, and initiating follow-up contact with the alleged victim(s) and/or Complainant(s) to determine if any additional acts of discrimination, harassment, or retaliation have occurred.

I. Consequences and Remedies.

If the District determines that prohibited or illegal Discriminatory Conduct has occurred, the District will take prompt, effective and appropriate action to address the behavior, prevent its recurrence, and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined in accordance with applicable policies, **Codes of Conduct**, or school/classroom rules and regulations. Patrons, contractors, visitors, or others who violate this policy may be prohibited from District property or otherwise restricted while on District property. The Superintendent, Human Rights Officer, Building Principal, or designees will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

J. Training.

The District will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment, or retaliation. The District will instruct employees to make all reports to proper personnel, specifically the Building Principal. The Building Principal will refer reports of illegal discrimination, harassment, or retaliation to the proper personnel, as found in policies AC-~~(**)~~ and AC-R(2)-~~(**)~~. The District will inform employees of the consequences of violating this policy and the remedies the District may use to rectify policy violations. All employees will have access to the District's current policies, required notices, and complaint forms. The District will provide training to any person responsible for investigating potential discrimination, harassment, or retaliation.

The District will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

~~(Delete endnote) The Human Rights Officer may serve multiple roles in the District and in small districts, may even be the Superintendent or Principal. The specific titles of "504 Coordinator" and "ADA Coordinator" are required by federal rules/guidelines but the title of Human Rights Officer may vary by district. One person can serve as both 504 Coordinator and ADA Coordinator and have the title "504/ADA Coordinator" shown here, or different people can serve in multiple roles.~~

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Statutes

RSA 141-C:20-d

Description

Exclusion During Outbreak of Disease

NH Statutes

RSA 189:1-b

RSA 193-F

RSA 193:38

RSA 200:39

RSA 275:78-83

RSA 354-A:1

RSA 354-A:27

RSA 354-A:6

NH Dept of Ed Regulation

N.H. Code Admin. Rules Ed 1100

N.H. Code Admin. Rules Ed 1107.02(b)

N.H. Code Admin. Rules Ed 303.01 (j)

N.H. Code Admin. Rules Ed 306.04(b)(23)

N.H. Code Admin. Rules Ed 306.04(b)(7)

Federal Regulations

28 CFR Part 35

34 C.F.R. §§ 110.25

34 CFR 104

34 CFR 104.7(b)

34 CFR 106.30

34 CFR 106.44

34 CFR 106.45

34 CFR 106.71

34 CFR 108

34 CFR 300.307-.309

7 CFR Part 15, Subpart A

89 FR 29182

89 FR 31320 (28 CFR 35)

Federal Statutes

20 U.S.C §1681, et seq

20 U.S.C. §§1400 et seq.

20 U.S.C. §§1701-1758

20 U.S.C. §1232g

20 U.S.C. §1400-1417

20 U.S.C. §401(3)(B)

20 U.S.C. §4071

20 U.S.C. §7905

29 U.S.C. 621, et seq.

29 U.S.C. 705

29 U.S.C. 794

36 U.S.C. Subtitle II Part B

42 U.S.C. §2000bb - §2000bb-4

42 U.S.C. 12101, et seq.

42 U.S.C. 1751 et seq.

42 U.S.C. 2000c

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 2000gg

42 U.S.C. 218d

42 USC 1751 – 66

P.L. 110-233

Federal Cases

514 F.3d 87 (1st Cir. 2008)

597 U.S. 507 (2022)

600 U.S. 447 (2023)

Cross References

Code

AC

AC-R(2)

ACAC

ACD

Description[Freedom of Assembly, Freedom of Religion](#)[Pupil Safety and Violence Prevention](#)[Discrimination in Public Schools](#)[Exclusion from School](#)[Policies Relating to Nursing Mothers \(Scroll down to sections 275:78-83\).](#)[\(Human Rights\) Title and Purposes of Chapter](#)[Opportunity for Public Education without Discrimination a Civil Right](#)[Opportunity for Employment without Discrimination a Civil Right](#)**Description**[Standards for the Education of Students With Disabilities](#)[Evaluation Requirements for Children With Specific Learning Disabilities](#)[Substantive Duties of School Boards: Sexual Harassment Policy.](#)[Meeting the Special Physical Health Needs of Students](#)[Student Harassment](#)**Description**[Nondiscrimination on the Basis of Disability in State and Local Government Services](#)[Designation of responsible employee, notice, and grievance procedures](#)[Nondiscrimination on the Basis of Handicap](#)[Adoption of Grievance Procedures](#)[Definitions](#)[Recipient's response to sexual harassment](#)[Grievance process for formal complaints of sexual harassment](#)[Retaliation](#)[Equal Access to Public School Facilities for the Boy Scouts of America and Other Designated Youth Groups](#)[Additional Procedures for Identifying Children With Specific Learning Disabilities](#)[Nondiscrimination](#)[Pregnant Workers Fairness Act \("PWFA"\)](#)[Nondiscrimination on the Basis of Disability; Accessibility of Web Information and Services of State and Local Government Entities](#)**Description**[Title IX of the Education Amendments of 1972](#)[Individuals with Disabilities Education Law](#)[Equal Educational Opportunities Act of 1974 – "EEOA"](#)[Family Educational Rights and Privacy Act \(FERPA\)](#)[Individuals with Disabilities Education Act \(IDEA\)](#)[Child with a Disability, Child Aged 3 through 9](#)[Equal Access Act \(student religious groups\)](#)[Equal access to public school facilities \("Boy Scouts of America Equal Access Act"\)](#)[The Age Discrimination in Employment Act of 1967](#)[The Rehabilitation Act of 1973 - Definitions](#)[Rehabilitation Act of 1973 \(Section 504\)](#)[Organizations](#)[Religious Freedom Restoration](#)[Title II of The Americans with Disabilities Act of 1990](#)[National School Lunch Act](#)[Title IV of the Civil Rights Act of 1964](#)[Title VI of the Civil Rights Act of 1964](#)[Title VII of the Civil Rights Act of 1964](#)[Pregnant Worker Fairness Act \("PWFA"\)](#)[Pump for Nursing Mothers Act \("PUMP Act"\)](#)[National School Lunch Act](#)[Genetic Information Nondiscrimination Act of 2008](#)**Description**[Parker v. Hurley](#)[Kennedy v. Bremerton School District](#)[Groff v. DeJoy](#)**Description**[Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan](#)[Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan - Annual Notice of Contact Information](#)[Prohibition of Sexual Harassment: Policy and Grievance Procedures](#)[Religious Neutrality & Religious Accommodations](#)

Code	Description
ACE	Procedural Safeguards: Nondiscrimination on the Basis of Disability
ACF	Food and Nutrition Services: Anti-Discrimination and Civil Rights Complaints
ACN	Accommodation of Nursing Mothers
DAF	Administration of Federal Grant Funds
GBAM	Accommodation of Pregnancy, Childbirth, Pediatric Infant Care and other Related Conditions
IHBCA	Accommodation of Pregnancy and Related Medical Conditions: Students
JIC	Student Conduct
JKAA	Use of Restraints and Seclusion
KEE	Website Accessibility and Grievance
.	

Last Modified by Kristen Noonan on August 4, 2026



Book	A: Foundations and Basic Commitments
Section	Series A
Title	Discrimination and Harassment Grievance Procedure
Code	ACA
Status	Active
Adopted	August 20, 2024
Last Revised	March 4, 2025

Discrimination and Harassment Grievance Procedure

A. Purpose.

As described in Board policy AC and other policies referenced there, the District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation* in admission or access to, or treatment or employment in, its programs, services, activities, and facilities.

- ***NOTE:** Definitions for these terms can be found in policy AC.
- This policy provides a grievance process for any complaints of illegal discrimination, harassment, or retaliation that are not addressed by other Board policies. For example, while race-based or ethnicity-based harassment or discrimination could be addressed through the grievance process in this policy, sex discrimination or sex-based harassment must be addressed under policy ACAC.
- **See policy AC for policies for those types of discrimination, harassment, or retaliation for which grievance and complaint procedures are set forth in a separate policy.**
- The District does not assume responsibility or liability for actions that are unrelated to the District's programs or activities. However, the District may investigate any behavior that occurs on or off District property to the extent that such an investigation is necessary for the District to meet its legal obligations to address discrimination, harassment, and retaliation that negatively impact the education or work environment in the District. The District can address such behavior only when and to the extent that the District has the legal authority to do so.

B. Reports and Complaints of Discrimination or Harassment.

Under this policy, a report is nothing more than providing information to the District regarding conduct or statements that might constitute discrimination, harassment, or retaliation ("Discriminatory Conduct") as described below. A grievance or complaint (referred to in this policy as a "Complaint") is a verbal or written report or complaint of Discriminatory Conduct that objectively can be understood as a request for the District to investigate and make a determination about alleged Discriminatory Conduct. A Complaint is required to initiate the formal Grievance Process as described below.

C. Reports – Informal Process.

Contact information for the District's Human Rights Officer, Title IX Coordinator, and 504/ADA Coordinator can be found in AC-R(2).

- **District employees and volunteers are required to report such conduct as soon as possible, but not later than the end of the next school or work day.** This requirement does not apply if the employee or volunteer is the subject of the conduct, unless any student witnessed or was otherwise impacted by the conduct.

Upon receiving a report, the Human Rights Officer may determine that the incident has been appropriately addressed or may recommend additional action.

1. Reports of prohibited or illegal Discriminatory Conduct should be made to the District Human Rights Officer under this policy unless:
 - a. The report is about the Human Rights Officer, Title IX Coordinator, or 504/ADA Coordinator, in which case the report may be made directly to the Superintendent or Superintendent's designee, who shall then appoint an alternate to act in place of the disqualified officer.
 - b. The report concerns potential sex discrimination, sex-based harassment, or retaliation, in which case the report should be made to the District Title IX Coordinator under policy ACAC.
 - c. The report concerns potential discrimination, harassment, or retaliation related to a real or perceived disability, in which case the report should be made to the District's 504/ADA Coordinator under this policy.
 - d. The report concerns harassment that does not involve a protected class (included in AC), in which case the report shall be made to the Building Principal under policy JICK.
2. Any person who believes they have been subjected to prohibited or illegal Discriminatory Conduct may report the alleged acts to the District Human Rights Officer in accordance with this policy.

If a student is more comfortable reporting to a person other than the Human Rights Officer (e.g., guidance counselor, teacher, Principal), the student may tell any school district employee or volunteer. The employee or volunteer shall then make a report as discussed above and below in this Section C.

3. Any person who witnesses or receives a report of behavior they believe to be Discriminatory Conduct should report the alleged acts immediately to the District Human Rights Officer.
- If a student is more comfortable reporting to a person other than the Human Rights Officer (e.g., guidance counselor, teacher, Principal), the student may tell any school district employee or volunteer. The employee or volunteer shall then make a report per the following paragraph.

D. Definitions.

For the purposes of this policy and only this policy, terms are defined as follows.

- **"Complaint"** means a document filed by a complainant, alleging discrimination or harassment against a respondent or the District, and requesting that the District investigate the allegation of harassment or discrimination. ("Complaint" is to be distinguished from a "Report" as defined below.)

- Complaints involving sex discrimination, sexual harassment (whether under Title IX or other), or retaliation must be referred to the Title IX Coordinator. See policy ACAC for the Title IX Grievance Procedure.
- Complaints involving discrimination, harassment, or retaliation relative to a real or perceived disability must be referred to the 504/ADA Coordinator. Such complaints will be addressed in accordance with this policy and “Human Rights Officer” below shall refer to the 504/ADA Coordinator.
- Complaints of harassment that do not involve protected classes as identified in policy AC should be processed under policy JICK, the District’s anti-bullying policy and procedures.

All other Complaints will be managed by the Human Rights Officer.

- **“Complainant”** is the person making a complaint. The Complainant may or may not be the Victim. If the Complainant is under 18 years of age, the Complainant’s parent(s) or legal guardian(s) shall also receive any communication regarding the Complaint or Grievance Process to which the Complainant is entitled.
 - **“Discriminatory Conduct”** refers to discrimination, harassment, or retaliation.
 - **“Grievance Process”** is the formal investigation and determination of whether prohibited or illegal discrimination, harassment, or retaliation occurred, and may include appeals.
 - **“Human Rights Officer”** is the person assigned to that role in the District; contact information for this person can be found in policy AC-R(2). If the Human Rights Officer designates another person to act as the Human Rights Officer, “Human Rights Officer” shall refer to that designee. Similarly, if the Human Rights Officer directs a Complaint to the 504/ADA Coordinator, “Human Rights Officer” as used in this policy refers to the 504/ADA Coordinator. If the report or Complaint of alleged discrimination, harassment, or retaliation involves the Human Rights Officer, “Human Rights Officer” shall refer to a person assigned by the Superintendent or the Superintendent’s designee to handle the report or Complaint.
 - **“Report”** is information provided to the District regarding conduct or statements that might constitute discrimination, harassment, or retaliation. A report does NOT prompt the Grievance Process; only a Complaint initiates the formal Grievance Process.
 - **“Respondent”** is the person who allegedly engaged in the prohibited or illegal discrimination, harassment, or retaliation. If a District policy, procedure, rule, custom, or practice is the subject of a report or Complaint and not a specific person, the District is considered the Respondent. If a Respondent is under 18 years of age, the Respondent’s parent(s) or legal guardian(s) shall also receive any communication regarding the Complaint or Grievance Process to which the Respondent is entitled.
 - **“Victim”** is the person who was allegedly subjected to the prohibited or illegal discrimination, harassment, or retaliation. The Victim may or may not be the Complainant. If a Victim is under 18 years of age, the Victim’s parent(s) or legal guardian(s) shall also receive any communication regarding the Complaint or Grievance Process to which the Victim is entitled.
 - **“Witness”** is a person who may have information regarding the alleged discrimination, harassment, or retaliation.

E. Complaints and Initiation of the Formal Grievance Process.

- A person begins the formal grievance process by making a Complaint with the Human Rights Officer. If the Complaint is against the Human Rights Officer, the Title IX Coordinator, or the 504/ADA Coordinator, or if some other conflict of interest exists, the Complaint may be made to the Superintendent or Superintendent’s designee, who shall then appoint an alternate to act in place of the disqualified officer. For Complaints against the Human Rights Officer, the appointed alternate shall be deemed the “Human Rights Officer” for purposes of all the duties and powers of the Human Rights Officer as described below.
- The District’s Complaint form can be obtained from the Human Rights Officer. Written Complaints are strongly encouraged, as a written record provides certainty regarding the nature of the Complaint. If an oral Complaint is made, the Human Rights Officer will offer to assist in the preparation of a written Complaint or, if assistance is refused, to create a recording of the oral Complaint. If both assistance and recording are refused by the Complainant, the District will investigate the expressed oral Complaint but, again, notes that an undocumented or unrecorded Complaint may result in uncertainty regarding the nature of the Complaint.
- The submission of a Complaint initiates Level 1 of the Grievance Process as described below. Upon receiving the Complaint, the Human Rights Officer will review the Complaint to determine whether it concerns allegations more appropriately addressed under a different procedure in accordance with policy AC.
- Complaints should be made as soon as possible. Complainants are advised that complaints to the Office for Civil Rights of the United States Department of Education (“OCR”) must be made within 180 days of the last act of alleged discrimination, harassment, or retaliation giving rise to the complaint or from the date the Complainant could reasonably have become aware of such occurrence.
- If the person making the Complaint (the “Complainant”) or the person alleged to have committed the discriminatory conduct (the “Respondent”) is under 18 years of age, the Human Rights Officer shall notify their parent(s)/guardian(s) of the Complaint.
- In determining whether the alleged actions constitute prohibited or illegal Discriminatory Conduct, the District will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred, and all other relevant information. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that Discriminatory Conduct or other prohibited behavior has occurred, the District will take prompt and effective corrective action in accordance with law and Board policy.
- **Level I – Investigation and Initial Determination:**
 - The Human Rights Officer will initiate an impartial investigation within five days of receiving the Complaint. The Human Rights Officer may appoint another qualified person (e.g. Building Principal, etc.) to undertake the investigation. The Human Rights Officer or the appointed designee shall be known as the Investigator. The Investigator shall coordinate with the Superintendent with respect to assignment of persons or resources to fulfill the District’s obligations, both general and case specific, relative to this policy (e.g., supplemental investigators, specialists); this may involve the retention of third-party personnel or additional expenditure of resources.
 - The Investigator shall conduct a prompt, impartial, adequate, reliable, and thorough investigation, including the opportunity for the Complainant and other parties involved to identify witnesses and provide information and other evidence. The Investigator will evaluate all relevant information and documentation relating to the Complaint.
 - Within 30 working days of receiving the Complaint, the Investigator will complete a written report that summarizes the investigation and makes determinations as to whether the facts indicate a violation of this policy based on the appropriate legal standard. If someone other than the Human Rights Officer served as Investigator, the Human Rights Officer will receive the report and either adopt the report as submitted or modify and complete the report upon further investigation and/or review of applicable policy and law. If the determination is that prohibited or illegal Discriminatory Conduct occurred, the Human Rights Officer will recommend corrective action to the Superintendent to address the discrimination, harassment, or retaliation; prevent recurrence; and remedy its effects.
 - The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and the Respondent(s) will be notified of the determination in writing, within five working days of the completion of the investigatory report.
 - An extension of the investigation and any other deadlines/periods identified in this Section may be warranted if extenuating circumstances exist as determined by the Investigator. The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and the Respondent(s) will be notified when deadlines are extended.

• **Level II – Appeal:**

- Within five working days after receiving the Level I decision, the Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), or any Respondent may appeal the Investigator's decision to the Superintendent by notifying the Superintendent in writing. The Superintendent shall impartially review the matter or may designate another qualified person to conduct a prompt and impartial review.
- Within ten working days, the Superintendent or designee will complete a written decision on the appeal, stating whether a violation of District policy is found and, if so, stating what corrective actions will be implemented, or, the Superintendent/designee may determine to remand the matter to the Investigator for further investigation or consideration. If someone other than the Superintendent conducts the appeal, the Superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the Level I Investigator. The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and any Respondent will be notified in writing, within five working days of the Superintendent's decision, regarding whether the Superintendent or designee upheld, overturned, or modified the Level I decision.

• **Level III – Appeal:**

- Within five working days after receiving the Level II decision, the Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), or any Respondent may appeal the Superintendent's decision by notifying the Superintendent and School Board Chair in writing.

Level III appeals may only be based upon one or more of the following grounds, which must be stated specifically in the party's written appeal:

1. Procedural irregularity that affected the outcome of the matter;
 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
 3. *Additional bases may be added by a district if made available equally to both parties;* OR
 4. The Investigator, or Superintendent/designee had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. Appeals for any other reason not included in the written appeal will not be heard.
- Appeals that pertain only to disciplinary sanctions may be made pursuant to the District's ordinary review process for discipline, or, to the extent applicable, any statutory or other processes provided under collective bargaining agreements or individual contracts.

Upon receiving a written appeal, the School Board Chair will promptly confer with the School Board's attorney for guidance as to whether assigning the appeal to an outside hearing officer is in the best interests of the District. This conference may occur with the Board in the context of a consultation with counsel under 91-A:2, II (b) within 21 days, the School Board will determine whether to hear the appeal or submit it to an outside hearing officer.

The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and each Respondent will be allowed to address or otherwise submit information to the Board/hearing officer, and the Board/hearing officer may call for the presence of other persons the Board/hearing officer deems necessary. The Board/hearing officer will issue a decision within 30 working days after the hearing or submission of information for implementation by the administration. The Complainant(s), the victim(s) (if someone other than the victim(s) filed the Complaint), and each Respondent will be notified in writing, within five working days of the Board/hearing officer's decision, subject to such confidentiality as is consistent with applicable policy and law. The Level III decision is final.

F. Confidentiality.

- Information contained in reports or Complaints, or the records relating to a formal grievance process, including, e.g., the identities of the Complainant(s), victim(s), Respondent(s), or witness(es), will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The District will make reports to appropriate authorities as necessary or as required by law.

G. District Actions in Absence of Formal Complaint.

Even if the person who is the subject of the alleged discriminatory conduct does not file a Complaint under this policy, if the District otherwise learns about possible discrimination, harassment, or retaliation, including violence, the Human Rights Officer will conduct a prompt, impartial, adequate, reliable, and thorough investigation to determine whether conduct in violation of law, District policy, or District expectations, Code of Conduct occurred, and will consult with the Building Principal and/or Superintendent regarding recommended supportive measures, remedies, and/or disciplinary consequences as deemed necessary or appropriate.

H. Interim and/or Supportive Measures.

When a report or Complaint is made or the District otherwise learns of potential discrimination, harassment, or retaliation, the District will take immediate action to protect the alleged victim(s), including implementing interim and/or supportive measures. Such measures may be provided on a temporary, long-term, or permanent basis and include, but are not limited to, altering a class seating arrangement, providing additional supervision, or suspending an employee pending an investigation. The District will also take immediate steps to prevent retaliation against the alleged victim(s) and/or Complainant(s), any person associated with the alleged victim(s) and/or Complainant(s), or any witness(es) or participant(s) in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to make reports or Complaints, and initiating follow-up contact with the alleged victim(s) and/or Complainant(s) to determine if any additional acts of discrimination, harassment, or retaliation have occurred.

I. Consequences and Remedies.

If the District determines that prohibited or illegal Discriminatory Conduct has occurred, the District will take prompt, effective and appropriate action to address the behavior, prevent its recurrence, and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined in accordance with applicable policies, Codes of Conduct, or school/classroom rules and regulations. Patrons, contractors, visitors, or others who violate this policy may be prohibited from District property or otherwise restricted while on District property. The Superintendent, Human Rights Officer, Building Principal, or designees will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

J. Training.

The District will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment, or retaliation. The District will instruct employees to make all reports to proper personnel, specifically the Building Principal. The Building Principal will refer reports of illegal discrimination, harassment, or retaliation to the proper personnel, as found in policies AC{**} and AC-R(2){**}. The District will inform employees of the consequences of violating this policy and the remedies the District may use to rectify policy violations. All employees will have access to the District's current policies, required notices, and complaint forms. The District will provide training to any person responsible for investigating potential discrimination, harassment, or retaliation.

The District will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

Revision History: 3/4/2025, 8/20/2024

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Statutes

RSA 141-C:20-d

RSA 189:1-b

RSA 193-F

RSA 193:38

RSA 200:39

RSA 275:78-83

RSA 354-A:1

RSA 354-A:27

RSA 354-A:6

NH Dept of Ed Regulation

N.H. Code Admin. Rules Ed 1100

N.H. Code Admin. Rules Ed 1107.02(b)

N.H. Code Admin. Rules Ed 303.01 (j)

N.H. Code Admin. Rules Ed 306.04(a)(2022)

N.H. Code Admin. Rules Ed 306.04(a)(8)

Federal Regulations

28 CFR Part 35

28 CRF 35 - PENDING - 89 FR 31320

34 C.F.R. §§ 110.25

34 CFR 104

34 CFR 104.7(b)

34 CFR 106.30

34 CFR 106.44

34 CFR 106.45

34 CFR 106.71

34 CFR 108

34 CFR 300.307-.309

7 CFR Part 15, Subpart A

89 FR 29182

Federal Statutes

20 U.S.C 1681, et seq

20 U.S.C. § 1400-1417

20 U.S.C. § 7905

20 U.S.C. §§1400 et seq.

20 U.S.C. §1232g

20 U.S.C. 1401(3)(B)

20 U.S.C. 1701-1758

29 U.S.C. 621, et seq.

29 U.S.C. 705

29 U.S.C. 794

36 U.S.C. Subtitle II Part B

42 U.S.C. 12101, et seq.

42 U.S.C. 1751 et seq.

42 U.S.C. 2000c

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

42 U.S.C. 2000gg

42 U.S.C. 218d

Description

[Exclusion During Outbreak of Disease](#)

[Freedom of Assembly, Freedom of Religion](#)

[Student Safety and Violence Protection Act](#)

[Discrimination in Public Schools](#)

[Exclusion from School](#)

[Policies Relating to Nursing Mothers \(Scroll down to sections 275:78-83\).](#)

[\(Human Rights\) Title and Purposes of Chapter](#)

[Opportunity for Public Education without Discrimination a Civil Right](#)

[Opportunity for Employment without Discrimination a Civil Right](#)

Description

[Standards for the Education of Students With Disabilities](#)

[Evaluation Requirements for Children With Specific Learning Disabilities](#)

[Substantive Duties of School Boards; Sexual Harassment Policy](#)

[Meeting the Special Physical Health Needs of Students](#)

[Student Harassment](#)

Description

[Nondiscrimination on the Basis of Disability in State and Local Government Services](#)

[Nondiscrimination on the Basis of Disability; Accessibility of Web Information and Services of State and Local Government Entities PENDING](#)

[Designation of responsible employee, notice, and grievance procedures](#)

[Nondiscrimination on the Basis of Handicap](#)

[Adoption of Grievance Procedures](#)

[Definitions](#)

[Recipient's response to sexual harassment](#)

[Grievance process for formal complaints of sexual harassment](#)

[Retaliation](#)

[Equal Access to Public School Facilities for the Boy Scouts of America and Other Designated Youth Groups](#)

[Additional Procedures for Identifying Children With Specific Learning Disabilities](#)

[Nondiscrimination](#)

[Pregnant Workers Fairness Act \("PWFA"\)](#)

Description

[Title IX of the Education Amendments of 1972](#)

[Individuals with Disabilities Education Act \(IDEA\)](#)

[Equal access to public school facilities \("Boy Scouts of America Equal Access Act"\)](#)

[Individuals with Disabilities Education Law](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[Child with a Disability, Child Aged 3 through 9](#)

[Equal Educational Opportunities Act of 1974 – "EEOA"](#)

[The Age Discrimination in Employment Act of 1967](#)

[The Rehabilitation Act of 1973 - Definitions](#)

[Rehabilitation Act of 1973 \(Section 504\)](#)

[Organizations](#)

[Title II of The Americans with Disabilities Act of 1990](#)

[National School Lunch Act](#)

[Title IV of the Civil Rights Act of 1964](#)

[Title VI of the Civil Rights Act of 1964](#)

[Title VII of the Civil Rights Act of 1964](#)

[Pregnant Worker Fairness Act \("PWFA"\)](#)

[Pump for Nursing Mothers Act \("PUMP Act"\)](#)

Federal Statutes	
42 USC 1751 – 66	National School Lunch Act
P.L. 110-233	Genetic Information Nondiscrimination Act of 2008
Cross References	
Code	Description
AC	Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan
AC-R(2)	Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan - Annual Notice of Contact Information
ACAC	Prohibition of Sexual Harassment: Policy and Grievance Procedures
ACD	Commitment to Religious Neutrality
ACE	Procedural Safeguards: Nondiscrimination on the Basis of Disability
ACF	Food and Nutrition Services: Anti-Discrimination and Civil Rights Complaints
ACN	Accommodation of Nursing Mothers
DAF	Administration of Federal Grant Funds
GBAM	Accommodation of Pregnancy and Related Medical Conditions: Personnel
IHBCA	Accommodation of Pregnancy and Related Medical Conditions: Students
Last Modified by Lillian Sutton on March 13, 2025	



Book	E: Support Services
Section	Series E
Title	DRAFT Crisis Prevention and Emergency Response Plan
Code	EBCA
Status	Policy Committee Review
Adopted	May 4, 1993
Last Revised	February 4, 2025

DRAFT

CRISIS PREVENTION & EMERGENCY RESPONSE PLANS

The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

A. Site-specific Emergency Operations Plan (RSA 189:64).

Each school shall develop a site-specific school emergency operations plan ("EOP") based on and conforming with the Incident Command System and the National Incident Management System and pursuant to RSA 189:64.

Each EOP will address hazards as including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, and other hazards deemed necessary by the School Board or local emergency authorities. Each EOP for a site will encompass all school property.

As used in this policy, "school property" means all real property and all physical plant and equipment used for school purposes, including school buses or other vehicles used to transport students on behalf of the District. School property shall also include non-district-owned property when that property is used for school-sponsored educational or co/extracurricular programs or activities. *See also* Ed 306.04(b)(2), RSA 193-D:1, V and RSA 193-F:3, V.

School building principals, or their designee, shall annually review their site-specific EOP and submit updated plans (or report of no changes) to the Superintendent for review by ~~September 15th~~. ~~delete fn.~~

If, after such review, the plan remains unchanged, then the ~~Superintendent/Principal~~ shall notify the New Hampshire Department of Safety by October 15 that the plan is unchanged. If an Emergency Operations Plan is updated/revised, the ~~Superintendent/Principal~~ shall submit the updated Emergency Operations Plan to the Director of Homeland Security and Emergency Management of the Department of Safety by October 15. **All hazard and fire evacuation drills shall be conducted annually pursuant to Board policy EBCB (**).**

B. District-wide Crisis Prevention and Response Plan.

The Superintendent, in consultation with appropriate personnel, and in coordination with local emergency authorities, shall develop a District-wide Crisis Prevention and Response Plan (the "District Crisis Plan"). The District Crisis Plan shall serve as a compilation of each site-specific Emergency Operations Plan for each District school and shall include the current Sports Injury Emergency Action Plan as required under Board policy ~~(**)~~JLCJA and RSA 200:40-c. To the extent that any school or District property as defined above is not included in a site-specific EOP, the District Crisis Plan will include the same information for such property as is required under Section A for site specific EOPs.

The District-wide Crisis Plan will include provisions addressing coordination of crisis prevention and responses between and among the different schools, grounds, school buses, and other facilities of the District. Additionally, the District Crisis Plan should address:

~~Insert other provisions or issues the Board wishes such plan to address.~~

In order to avoid plan/policy conflicts, the District Crisis Plan will reference applicable sections of other pertinent plans rather than restate (e.g., crisis communications should be addressed in the District Communication Plan, ~~(**)~~EG-E(1)), emergencies relating to hazardous chemicals use should be addressed in the Chemical Hygiene Plan created under policy ~~(**)~~EBCH.

The District Crisis Plan shall be updated and provided to the Board for review by October 31 each year (i.e., after the site-specific EOP's are submitted to the state).

C. Coordination. The Superintendent will establish a relationship with local and state emergency services (e.g., police, fire, ambulance, etc.). Unless otherwise provided in a site-specific EOP, the District-wide Crisis Prevention and Response Plan or the District Communication Plan, the Superintendent, or his/her designee, will serve as the coordinator/liaison with these authorities. Additionally, the Superintendent should designate personnel to explore the availability of any training or support provided by the New Hampshire Departments of Education and/or Safety associated with risk assessment, crisis management, and other matters related to this policy.

* ~~[Delete fn.] This date should be early enough to allow the Superintendent/facilities director sufficient time for review before the October 15 deadline to submit to the state.~~

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Statutes

RSA 153-A:28-33
RSA 189:64
RSA 193-D
RSA 193-F
RSA 200:40-c

Description

[Automated External Defibrillation](#)
[Emergency Response Plans](#)
[Safe School Zones](#)
[Pupil Safety and Violence Prevention](#)
[Emergency Plans for Sports Related Injuries](#)

NH Dept of Ed Regulation

N.H. Code Admin. Rules Ed 306.04(b)(2)

Description

[School Safety](#)

Cross References

Code

EB
EBB
EBCB
EBCD
EBCH
EBCH-Ex(1)
EG
EG-E(1)
JICK
JICK-R(1)
JICK-R(2)
JICK-R(3)
JLCJA

Description

[Workplace Safety Program & Joint Loss Management Committee](#)
[School Safety](#)
[Fire and All Hazard Drills](#)
[Emergency School & District Closings](#)
[Chemical Safety and Chemical Hygiene Plan](#)
[Chemical Safety and Chemical Hygiene Plan - Plan Template](#)
[Creation of Communication Plan](#)
[Creation of Communication Plan - PLAN OUTLINE](#)
[Bullying Prevention - Pupil Safety and Violence Prevention](#)
[Bullying Prevention - Pupil Safety and Violence Prevention - Report Form](#)
[Bullying Prevention - Pupil Safety and Violence Prevention - Bullying Report Form](#)
[Bullying Prevention - Pupil Safety and Violence Prevention - School Board Notification of Bullying Report](#)
[Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation](#)

Last Modified by Kristen Noonan on August 4, 2026



Book	E: Support Services
Section	Series E
Title	Crisis Prevention and Emergency Response Plan
Code	EBCA
Status	Active
Adopted	May 4, 1993
Last Revised	February 4, 2025

EBCA - CRISIS PREVENTION & EMERGENCY RESPONSE PLANS

The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

A. **Site-specific Emergency Operations Plan (RSA 189:64)**. Each school shall develop a site-specific school emergency operations plan (“EOP”) based on and conforming with the Incident Command System and the National Incident Management System and pursuant to RSA 189:64.

Each Emergency Operations Plan will address hazards as including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, and other hazards deemed necessary by the School Board or local emergency authorities.

School building principals, or their designee, shall annually review their site-specific EOP and submit updated plans (or report of no changes) to the Superintendent for review by September 15th.

If, after such review, the plan remains unchanged, then the Superintendent or their designee shall notify the New Hampshire Department of Safety by October 15 that the plan is unchanged. If an Emergency Operations Plan is updated/revised, the Superintendent or their designee shall submit the updated Emergency Operations Plan to the Director of Homeland Security and Emergency Management of the Department of Safety by October 15.

All hazard and fire evacuation drills shall be conducted annually pursuant to Board policy EBCB.

B. **District-wide Crisis Prevention and Response Plan.**

The Superintendent, in consultation with appropriate personnel, and in coordination with local emergency authorities, shall develop a District-wide Crisis Prevention and Response Plan (the “District Crisis Plan”). The District Crisis Plan shall serve as a compilation of each site-specific Emergency Operations Plan for each District school and shall include the current Sports Injury Emergency Action Plan as required under Board policy JLCJA and RSA 200:40-c.

The District-wide Crisis Plan will include provisions addressing coordination of crisis prevention and responses between and among the different schools, grounds, school buses, and other facilities of the District. Additionally, the District Crisis Plan should address:

In order to avoid plan/policy conflicts, the District Crisis Plan will reference applicable sections of other pertinent plans rather than restate (e.g., crisis communications should be addressed in the District Communication Plan, EG-R, emergencies relating to hazardous chemicals use should be addressed in the Chemical Hygiene Plan created under policy should be *EBCH*).

The District Crisis Plan shall be updated and provided to the Board for review by October 31 each year (i.e., after the site-specific EOP’s are submitted to the state).

C. **Coordination.** The Superintendent will establish a relationship with local and state emergency services (e.g., police, fire, ambulance, etc.). Unless otherwise provided in a site-specific EOP, the District-wide Crisis Prevention and Response Plan or the District Communication Plan, the Superintendent, or his/her designee, will serve as the coordinator/liaison with these authorities. Additionally, the Superintendent should designate personnel to explore the availability of any training or support provided by the New Hampshire Departments of Education and/or Safety associated with risk assessment, crisis management, and other matters related to this policy.

District Revision History: 2/4/2025, 3/3/2020

Last Modified by Lillian Sutton on February 10, 2025



Book	E: Support Services
Section	Series E
Title	DRAFT Data/Records Retention
Code	EHB
Status	Policy Committee Review
Adopted	November 1, 1999
Last Revised	December 6, 2022

DRAFT

DATA/RECORDS RETENTION

The Superintendent shall develop and maintain (a) a schedule for the minimum retention of various district records ("Record Retention Schedule") as required under RSA 189:29-a, and (2) procedures for records retention and/or destruction.

The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by state or federal law. The Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

As used in this policy, "records" means all written communications or other information, whether in paper, electronic, digital, cloud or other physical form.

A. **Record Retention Schedule.** Records of the District shall be retained no less than the time prescribed in District's Record Retention Schedule **{**}**EHB-R. The Superintendent shall update the Record Retention Schedule from time-to-time in accordance with legislative or regulatory changes, directives of the Board, as recommended by the New Hampshire School Boards Association, or upon advice of counsel. The Superintendent shall inform the Board of any revisions to EHB-R no later than the second School Board meeting after the changes were made.

B. **Special Holding or Destruction Provisions.** Notwithstanding the District's Record Retention Schedule, (a) special destruction rules may apply to student special education records, and, (b) for other records, the normal retention periods may be suspended when the records are implicated by either a litigation hold or a request for records under the New Hampshire Right to Know law, RSA 91-A.

1. **Student/Pupil Register.** Pursuant to RSA 189:27 through 189:27-b, the District is required to maintain permanently a "Pupil Register" for each pupil/student ("student" throughout). The registers must include the data and information from time-to-time designated by the Department of Education, but at a minimum, basic enrollment information, attendance and scholarship. **Although such student registry records are also "student records" under the Family Educational Rights and Privacy Act ("FERPA"), not all student records are registry records. This Paragraph B.1 applies only to registry records.** Registry records may be maintained "through the use of computers," provided that the software allows printing of the required information. RSA 189:27-a. Additionally, whether stored electronically digitally, or in paper form, "complete and accurate records of students' attendance and scholarship" must be "permanently kept and safely stored in a fire-resistant file, vault or safe." Ed 306.04 (b)(4)(a).

2. **Records Relating to Federal Funds.** Before any records related to federal funds are destroyed, the requirements of the General Education Provisions Act (GEPA) 20 U.S.C. 1232f shall be observed. Namely, that statute requires that the district "keep records which fully disclose the amount and disposition by the recipient of [federal] funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective financial or programmatic audit for three years after the completion of the activity for which the funds are used." Therefore, if the purchase is made in part or in whole with federal funds, the record must be retained for three years after the completion of the activity for which the funds are used, notwithstanding any shorter retention period for similar records under the retention schedule, **{**}**EHB-R(1). Accordingly, to the extent that **{**}**EHB-R(1), or other authorities, suggest a different retention period for a type of document (e.g., purchase order, with accompanying documentation), the longer retention period will apply.

3. Special Education Records.

a. Upon a student's graduation from high school, his or her parent(s)/guardian(s) may request in writing that the District destroy the student's special education records, including any final individualized education program.

b. The District shall provide public notice of its document destruction policy at least annually.

c. The District shall provide parents/guardians, or where applicable, the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.

d. A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. 34 CFR 300.624.

e. Absent any request by a student's parents to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the District shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.

f. The parent(s)/guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.

4. **Litigation Hold.** On receipt of notice from legal counsel representing the District in that a litigation hold is required, the routine destruction of governmental records, including paper and electronic or digital records, which are or may be subject to the litigation hold shall cease. The destruction of records subject to a litigation hold shall not resume until the District has received a written directive from legal counsel authorizing resumption of the routine destruction of those records in accordance with the retention requirements of this policy and the associated procedures.

5. **Right-to-Know Request Hold.** On receipt of a Right-to-Know law request to inspect or copy governmental records, the Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt under this chapter, the requested material shall be preserved for no less than ninety (90) days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal

periods have expired, and a written directive from legal counsel representing the District authorizing destruction of the records has been received.

C. **Disposal of Sensitive Information & Media Sanitization.** District records which include “Sensitive Information” shall be destroyed as provided in this paragraph. All electronic devices with storage capacity shall be deemed to contain sensitive information. For purposes of this section, “Sensitive Information” shall mean and include:

- Records containing student or employee personally identifiable information (PII) as defined in RSA 189:65, VII and VII-a;
- Criminal History Records Information (see Board policy {**}GBCD);
- Drug test records;
- Child labor permits;
- Cobra notices;
- Accident reports;
- Special education student records;
- Records pertaining to civil rights investigations;
- Bonds and continuation certificates;
- Accident reports;
- Banking records;
- Business correspondence including confidential information such as account numbers, banking or digital transaction information;
- Tax forms, unemployment records, etc. with confidential data; and
- Any other information that would be exempt from disclosure under RSA 91-A:5 or deemed sensitive information by the Board, the Superintendent, Building Principal or their designees.

1. **Physical media** (i.e., “hard copies”, print-outs, etc.) including sensitive information shall be destroyed by one of the following:

- shredding using District issued cross-cut shredders;
- placed in locked shredding bins approved by the Superintendent to come on-site and shred, witnessed by District personnel throughout the entire process; or
- incineration using District incinerators or if conducted by non-authorized personnel offsite, witnessed by the Superintendent or Superintendent’s designee.

2. **Electronic media.** All electronic media should be assumed to contain sensitive information. When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, and other similar items used to process, store and/or transmit district records with sensitive data shall be disposed of as follows:

- Overwriting (at least three times)
- Degaussing (removal of magnetism)
- Physical destruction (i.e., dismantling by methods of crushing, disassembling, etc., ensuring that the platter or other storage device has have been physically destroyed so that no data can be extracted).

Computers and other digital or electronic devices or systems that have been used to process, store, or transmit sensitive information shall not be released from the District’s direct control until the equipment has been sanitized and all stored sensitive information has been destroyed using one of the above methods.

D. **Destruction of District Records with No Sensitive Information.** All records which do not include sensitive information should be destroyed as soon as practicable upon the expiration of the applicable retention period and in a manner deemed most efficient and practical.

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Statutes

RSA 186-C:10-a
RSA 189:27
RSA 189:27-a
RSA 189:27-b
RSA 189:29-a
RSA 194-C:4 II (a)
RSA 91-A
RSA 91-A:1-a

Description

[Retention of Individualized Education Programs](#)
[Register \[pupil/student\]](#)
[Computerization of Pupil Registers](#)
[Retention of Pupil Registers](#)
[Records Retention and Disposition](#)
[Superintendent Services](#)
[New Hampshire Right To Know Law \("Access to Governmental Records and Meetings"\)](#)
[Definitions](#)

NH Dept of Ed Regulation

N.H. Code Admin. Rules Ed 1119.01
N.H. Code Admin. Rules Ed 306.04(b)(4)
N.H. Code Admin. Rules Ed 306.04(b)(4)
N.H. Code Admin. Rules Ed 306.10(d-g)

Description

[Confidentiality Requirements](#)
[Records retention, including electronic files](#)
[Records Retention](#)
[Records Retention](#)

Federal Statutes
20 U.S.C. §1232g

Description
[Family Educational Rights and Privacy Act \(FERPA\)](#)

Cross References

Code	Description
ACAC	<u>Prohibition of Sexual Harassment: Policy and Grievance Procedures</u>
BHE	<u>School Board Use of Email and Other Electronic Communications</u>
DAF	<u>Administration of Federal Grant Funds</u>
EBCB	<u>Fire and All Hazard Drills</u>
EEAA	<u>Video and Audio Surveillance on School Property</u>
EH	<u>Public Access to School District Records</u>
EH-R(1)	<u>Public Access to School District Records - Procedures for Public Access to District Records "Right to Know Requests"</u>
EH-F(1)	<u>Public Access to School District Records - Request for Waiver of Electronic Communication Record Charge</u>
EH-F(2)	<u>Public Access to School District Records - Affidavit of Indigency for Waiver of Electronic Communication Charge</u>
EHAB	<u>Data Governance and Security</u>
EHAC	<u>Electronic/Digital Records and Signatures</u>
EHLB	<u>Subpoenas Involving District Students, Officials, Employees and/or Records</u>
GBCD	<u>Background Investigation and Criminal History Records Check</u>
GBCD-RG(1)	<u>Background Investigation and Criminal History Records Check - Internal Controls and Procedures</u>
JKAA	<u>Use of Restraints and Seclusion</u>
JLCD	<u>Administering Medication to Students</u>
JLCD-R(1)	<u>Administering Medication to Students - Procedures</u>
JLCD-Ex(1)	<u>Administering Medication to Students - Medication Administration Authorization Form</u>
JLCD-Ex(2)	<u>Administering Medication to Students - Epi-Pen Medication Administration Form (Self-Administered)</u>
JLCD-Ex(3)	<u>Administering Medication to Students - Inhaled Medication Administration Form (Self-Administered)</u>
JRA	<u>Student Records and Access (FERPA)</u>
JRA-R(1)	<u>Student Records and Access (FERPA)</u>

Last Modified by Kristen Noonan on July 14, 2026



Book	E: Support Services
Section	Series E
Title	Data/Records Retention
Code	EHB
Status	Active
Adopted	November 1, 1999
Last Revised	December 6, 2022

DATA/RECORDS RETENTION AND DESTRUCTION

The Superintendent shall develop and maintain (a) a schedule for the minimum retention of various district records ("Record Retention Schedule") as required under RSA 189:29-a, and (2) procedures for records retention and/or destruction. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by state or federal law. The Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

This policy applies to all district records, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc...

A. Record Retention Schedule. Records of the District shall be retained no less than the time prescribed in District's Record Retention Schedule [EHB-R](#). The Superintendent shall update the Record Retention Schedule from time to time in accordance with legislative or regulatory changes, directives of the Board, as recommended by the New Hampshire School Boards Association, or upon the advice of counsel. The Superintendent shall inform the Board of any revisions to [EHB-R](#) no later than the second School Board meeting after the changes were made.

B. Special Holding or Destruction Provisions. Notwithstanding the District's Record Retention Schedule, (a) special destruction rules may apply to student special education records, and, (b) for other records, the normal retention periods may be suspended when the records are implicated by either a litigation hold or a request for records under the New Hampshire Right to Know law, RSA 91-A.

1. Special Education Records.

- a) Upon a student's graduation from high school, his or her parent(s)/guardian(s) may request in writing that the District destroy the student's special education records, including any final individualized education program.
- b) The parent(s)/guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.
- c) Absent any request by a student's parents to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the District shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.
- d) A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. 34 CFR 300.624.
- e) The District shall provide parents/guardians, or where applicable, the adult student, with written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.
- f) The District shall provide public notice of its document destruction policy at least annually.

2. Litigation Hold. On receipt of notice from legal counsel representing the District in that a litigation hold is required, the routine destruction of governmental records, including paper and electronic or digital records, which are or may be subject to the litigation hold shall cease. The destruction of records subject to a litigation hold shall not resume until the District has received a written directive from legal counsel authorizing the resumption of the routine destruction of those records in accordance with the retention requirements of this policy and the associated procedures.

3. Right-to-Know Request Hold. On receipt of a Right-to-Know law request to inspect or copy governmental records, the Superintendent shall cease any destruction of government records that are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under [RSA Chapter 91-A](#), the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt under this chapter, the requested material shall be preserved for no less than ninety (90) days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeals periods have expired, and a written directive from legal counsel representing the District authorizing the destruction of the records has been received.

C. Disposal of Sensitive Information & Media Sanitization. District records which include "Sensitive Information" shall be destroyed as provided in this paragraph. All electronic devices with storage capacity shall be deemed to contain sensitive information. For purposes of this section, "Sensitive Information" shall mean and include:

- Records containing student or employee personally identifiable information (PII) as defined in RSA 189:65, VII and VII-a;
- Criminal History Records Information (see Board policy GBCD);
- Drug test records;
- Child labor permits;
- Cobra notices;
- Accident reports;
- Special education student records;
- Records pertaining to civil rights investigations;
- Bonds and continuation certificates;
- Accident reports;
- Banking records;
- Business correspondence including confidential information such as account numbers, banking or digital transaction information;
- Tax forms, unemployment records, etc. with confidential data; and
- Any other information that would be exempt from disclosure under RSA 91-A:5 or deemed sensitive information by the Board, the Superintendent, Building Principal or their designees.

1. Physical media (i.e., “hard copies”, print-outs, etc.) including sensitive information shall be destroyed by one of the following:

- shredding using District issued cross-cut shredders;
- placed in locked shredding bins approved by the Superintendent to come on-site and shred, witnessed by District personnel throughout the entire process; or
- incineration using District incinerators or if conducted by non-authorized personnel offsite, witnessed by the Superintendent or Superintendent’s designee.

2. Electronic media. All electronic media should be assumed to contain sensitive information. When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, and other similar items used to process, store and/or transmit district records with sensitive data shall be disposed of as follows:

- Overwriting (at least three times)
- Degaussing (removal of magnetism)
- Physical destruction (i.e., dismantling by methods of crushing, disassembling, etc., ensuring that the platter or other storage device has have been physically destroyed so that no data can be extracted).

Computers and other digital or electronic devices or systems that have been used to process, store, or transmit sensitive information shall not be released from the District’s direct control until the equipment has been sanitized and all stored sensitive information has been destroyed using one of the above methods.

D. Destruction of District Records with No Sensitive Information. All records which do not include sensitive information should be destroyed as soon as practicable upon the expiration of the applicable retention period and in a manner deemed most efficient and practical.

Revision Dates: 12/6/2022, 5/1/2017, 1/22/2019

Related Policies: EH, EHAB, JRA, & JBJ

See also: EHB-R (records Retention Schedule)

Legal References:

- RSA 91-A, Right to Know Law
- RSA 189:29-a, Records Retention and Disposition
- NH Code of Administrative Rules, Section Ed 306.04(a)(4), Records Retention
- NH Code of Administrative Rules, Section Ed 306.04(h), Records Retention
- NH Code of Administrative Rules, Section Ed. 1119.01, Confidentiality Requirements
- 20 U.S.C. 1232g, Family Educational Rights and Privacy Act (FERPA)

Last Modified by Lillian Sutton on December 20, 2022



Book	J: Students
Section	Series J
Title	DRAFT Admission of Homeless Children and Unaccompanied Youth
Code	JFABD
Status	Policy Committee Review
Adopted	April 1, 2003
Last Revised	November 5, 2019

DRAFT

Admission of Homeless Children and Unaccompanied Youth

It is the Board's intent to remove barriers to the identification, enrollment and retention in schools of homeless children and youth. All staff shall take reasonable steps to ensure that homeless students and children are not segregated or stigmatized and that educational decisions are made in the best interests of those students.

A. Homeless Students.

Under the federal McKinney-Vento Homeless Assistance Act ("McKinney-Vento"), and guidance provided by the New Hampshire Department of Education ("NHDOE"), the term "homeless children and youths" means "individuals who lack a fixed, regular and adequate nighttime residence." Under both section 752(2) of McKinney-Vento and the NHDOE guidance*, the term includes children and youth who are:

1. sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
2. living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandoned in hospitals;
5. have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
7. are migratory children who qualify as homeless because they are living in circumstances described above.

Additionally, as used in this policy, the terms "unaccompanied youth," "school of origin," "enrollment," and "attendance area school" shall have the same meanings as set forth in the McKinney-Vento Homeless Assistance Act ("McKinney-Vento") and guidance provided by the New Hampshire Department of Education ("NHDOE"). For purposes of this policy and its accompanying regulation, "homeless students" shall refer to and include "homeless children and youth" and "unaccompanied youth."

*Note: under RSA 193:12, IV, the definition of "homeless children and youth" also includes children "awaiting foster care placement", see RSA 193:12, IV (a). That criterion, however, was removed from McKinney-Vento in 2015 as well as NHDOE guidance documents regarding McKinney-Vento. Under both McKinney-Vento, and NHDOE guidance, children who are awaiting foster care may fall within the definition of a homeless student if they meet other criteria as set forth above. See also Policy **JFABE**.

Each homeless student shall have access to and shall be provided education services for which the student is eligible comparable to services provided to other students in the school, including career and technical education programs, gifted education programs, and school nutrition programs. Transportation services for homeless students shall be provided in accordance with applicable law and as generally described below.

B. Enrollment and School Stability.

Enrollment of a homeless student shall be immediate even if the homeless student lacks records routinely required prior to enrollment or has missed application or enrollment deadlines (academic, immunization, etc.). The District shall make arrangements to obtain any necessary records and to have the student receive any necessary immunizations. When feasible, the District shall seek immunization through no- or low-cost health care providers. If an expense is incurred, the District shall seek reimbursement through Medicaid if possible.

If a homeless student becomes permanently housed during the school year, the student shall no longer be considered homeless and may only continue enrollment in the District for the remainder of that school year. All McKinney-Vento rights and services, including transportation and free lunch, shall be continued for the remainder of that year for such students.

C. Homeless Liaison.

The Superintendent shall appoint a staff member to serve as the local liaison for homeless students and their families/guardians (the "Homeless Liaison" or the "District Homeless Liaison"). The District shall provide training and other technical assistance to Homeless Liaison and other appropriate District staff regarding the District's obligations to homeless students, including the obligation to keep **confidential** information about a homeless student's housing situation **confidential**. Duties of the District Homeless Liaison shall be as provided in state and federal law, as well as local policies and procedures. The duties shall include, among others: procedures for identification, enrollment, transportation, dispute resolution for homeless students, as well as direct assistance shall be made in accordance with the accompanying regulation and applicable law.

Among other things, the District Homeless Liaison shall:

- a. assist in requesting the student's records;
- b. mediate and assist with disputes concerning school enrollment and homelessness determinations;
- c. assist in making transportation arrangements;
- d. ensure that homeless students receive the educational services for which they are eligible or entitled;
- e. coordinate with other Districts, entities, institutions and agencies to help assure that homeless children and youths are identified by school personnel;
- f. ensure that unaccompanied youth and/or parents of homeless students are informed of the educational and related opportunities available to homeless students;
- g. work to assure that parents/guardians of such students are provided with opportunities to participate in the education of their children (excepting instances when court or other protective orders indicate otherwise);
- h. ensure that unaccompanied youth and/or parents of homeless students are informed of all transportation services including transportation to the school of origin;
- i. assure that notice is publicly disseminated of the educational rights of homeless children and youths;
- j. coordinate with other Districts and with local social services agencies and other agencies or programs providing services to homeless students as needed;
- k. assist any unaccompanied youth with enrollment, credit accrual, and career and college readiness decisions;
- l. work with the Superintendent or designee to monitor regulations and guidance related to this policy that may be issued by applicable state and federal agencies (e.g., DCYF, NHDOE, and the U.S. Department of Education).

D. Enrollment Determinations for Homeless Students.

Enrollment determinations shall be based upon the best interests of the homeless student, with the presumption that keeping the homeless student in the school of origin is in the homeless student's best interests, except when doing so is contrary to the request of the parent/guardian, or if applicable, unaccompanied youth.

E. Transportation of Homeless Students.

Under McKinney-Vento, homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the homeless student is located outside of District boundaries but a determination has been made that the student shall remain in the school of origin within the District, or, if a homeless student is located within this District, but a determination had been made that the student shall remain in the school of origin outside of the District, then the two Districts shall agree on a method to apportion cost and responsibility for the student's transportation or share the cost and responsibility equally.

F. Dispute Resolution.

For any decision in the enrollment process of a homeless student, including any determination whether a living situation meets the definition of homeless, if the decision is in conflict with the wishes of the homeless student's parent/guardian, or, if applicable, the unaccompanied youth, the District shall provide a written explanation, in a manner and form understandable to the student's parent, guardian or unaccompanied youth. District personnel receiving enrollment requests or information pertaining to homeless students should immediately refer those request to the District Homeless Liaison and Superintendent's office.

In the event of a dispute, the District shall immediately enroll the student in the school in which the parent/guardian or unaccompanied youth seeks to enroll, which enrollment shall continue pending resolution of the dispute. Additionally, while enrollment disputes are pending, students have the right to participate fully in school and receive all services for which they would be eligible, as the definition of enrollment includes "attending classes and participating fully in school activities."

1. Notification of Appeal Process.

If the District seeks to place a homeless child in a school other than the school of origin or the school requested by the parent, or the District has determined that the living situation does not qualify as homeless ("eligibility decision"), the District shall inform the parent or the unaccompanied youth of the right to appeal. The District shall provide the parent or unaccompanied youth with written notice including:

- a. A succinct explanation of the child's placement/eligibility decision and contact information for the District Homeless Liaison, as well as the NHDOE State Coordinator for Education of Homeless Children and Youth;
- b. Notification of the parent's right to appeal(s);
- c. Notification of the right to enroll in the school of choice pending resolution of the dispute;
- d. A description of the dispute resolution process including a petition/appeal form that can be returned to the school to initiate the process and timelines; and
- e. A summary of the McKinney-Vento Act.

While the Superintendent or Homeless Liaison may prepare and make available forms for the process, use of such forms is not required to initiate the appeal process.

2. Appeal to the District Homeless Liaison – Level I.

- a. If the parent or unaccompanied youth disagrees with the District's placement decision, he/she/they may appeal by filing a written request for dispute resolution/appeal ("appeal") with the school, the District Homeless Liaison, or Superintendent. The request for dispute resolution should be submitted within fifteen business days of receiving notification of the District's placement.
- b. If the appeal/request for dispute resolution is submitted to the school or Superintendent, it will be immediately forwarded to the Homeless Liaison.
- c. The District Homeless Liaison must log the complaint including a brief description of the situation and reason for the dispute and the date and time of the appeal was filed. Upon receipt, the District Homeless Liaison will forward a copy of the appeal document to the Superintendent.
- d. Within five business days of the receiving the appeal, the Homeless Liaison must provide the parent or unaccompanied youth with a written decision and notification of the parent's right to further appeal, with a copy to the Superintendent. At this time, the Homeless Liaison will also provide to the parent or unaccompanied youth an "appeals package" consisting of a copy of the written decision, a copy of the original appeal document, and copies of any additional materials provided to the Homeless Liaison by the parent or unaccompanied youth.

3. Appeal to the Superintendent – Level II.

The parent or unaccompanied youth may appeal the Level I decision to the Superintendent or the Superintendent's designee, using the appeals package provided at Level I.

- a. The Superintendent/designee will arrange for a personal conference to be held with the parent or unaccompanied youth within five business days of receiving the Level I appeals package. (Upon the request of the parent or unaccompanied youth, this conference may be held telephonically).
- b. Within five business days of the conference with the parent or unaccompanied youth, the Superintendent/designee will provide that individual with a written decision with supporting evidence and notification of their right to appeal to NHDOE.
- c. The Superintendent/designee shall provide a copy of the Superintendent's decision to the District's Homeless Liaison, as well as the NHDOE State Coordinator for Education of Homeless Children and Youth.

G. Confidentiality & Records.

In furtherance of the District's commitment to minimizing the stigma that otherwise might attach to homelessness, all information relating to a homeless student's housing information shall remain confidential notwithstanding any provision relating to directory information under FERPA.

The District shall maintain copies of all written decisions, appeals and notifications concerning eligibility or enrollment requests made under this policy for the same period as it does for Title I records.

H. Administrative Procedures/Regulations

The Superintendent, in consultation with the Homeless Liaison, shall develop written procedures/ to implement this policy. Such procedures shall include provisions relating to how records relating to a homeless student's housing information (including any records relating to appeals) are stored, who may access them, and any appropriate provisions for how confidentiality will be maintained in practice.

I. Training.

The Superintendent is directed to assure that all relevant staff responsible for the proper implementation of this policy, including, but not limited to, any staff or volunteers who, by nature of their position, have information concerning a homeless student's housing information, receive sufficient training to carry out their duties consistent with this policy, and any applicable procedures.

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Statutes

RSA 193:12

Description

[Legal Residency Required](#)

NH Dept of Ed Regulation

N.H. Code Admin. Rules Ed 306.04(b)(14)

Description

[Homeless Students](#)

Federal Statutes

20 U.S.C. §§1701-1758

Description

[Equal Educational Opportunities Act of 1974 – “EEOA”](#)

20 U.S.C. §1232g

[Family Educational Rights and Privacy Act \(FERPA\)](#)

20 U.S.C. §6313(c)(3)

[Reservation of Title I funding for homeless children and youths](#)

42 U.S.C. 11431

[McKinney-Vento Homeless Assistance Act – Statement of Policy](#)

42 U.S.C. 11432

[McKinney-Vento Homeless Assistance Act – Grants \[for SEAs & LEAs\]](#)

Federal Cases

457 U.S. 202 (1982)

Description

[Plyler v. Doe](#)

Cross References

Code

EEA

Description

[Student Transportation Services](#)

JFA

[Residency](#)

JFAA

[Admission of Resident Students](#)

JFABE

[Education of Children in Foster Care](#)

JLCA

[Physical Examinations of Students](#)

JLCA-R(1)

[Physical Examinations of Students - Family Physician's Report of Physical Examination](#)

JLCB

[Immunizations of Students](#)

Last Modified by Kristen Noonan on August 4, 2026



Book	J: Students
Section	Series J
Title	Education of Homeless Children and Unaccompanied Youth
Code	JFABD
Status	Active
Adopted	April 1, 2003
Last Revised	November 5, 2019

EDUCATION OF HOMELESS CHILDREN AND UNACCOMPANIED YOUTH

It is the Board's intent to remove barriers to the identification, enrollment and retention in schools of homeless children and youth. All staff shall take reasonable steps to ensure that homeless students and children are not segregated or stigmatized and that educational decisions are made in the best interests of those students.

A. Homeless Students.

Under the federal McKinney-Vento Homeless Assistance Act ("McKinney-Vento"), and guidance provided by the New Hampshire Department of Education ("NHDOE"), the term "homeless children and youths" means "individuals who lack a fixed, regular and adequate nighttime residence." Under both section 752(2) of McKinney-Vento and the NHDOE guidance*, the term includes children and youth who are:

1. sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
2. living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. living in emergency or transitional shelters;
4. abandoned in hospitals;
5. have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
7. are migratory children who qualify as homeless because they are living in circumstances described above.

Additionally, as used in this policy, the terms "unaccompanied youth," "school of origin," "enrollment," and "attendance area school" shall have the same meanings as set forth in the McKinney-Vento Homeless Assistance Act ("McKinney-Vento") and guidance provided by the New Hampshire Department of Education ("NHDOE"). For purposes of this policy and its accompanying regulation, "homeless students" shall refer to and include "homeless children and youth" and "unaccompanied youth."

*Note: under RSA 193:12, IV, the definition of "homeless children and youth" also includes children "awaiting foster care placement", see RSA 193:12, IV (a). That criterion, however, was removed from McKinney-Vento in 2015 as well as NHDOE guidance documents regarding McKinney-Vento. Under both McKinney-Vento, and NHDOE guidance, children who are awaiting foster care may fall within the definition of a homeless student if they meet other criteria as set forth above. See also Policy {**}JFABE.

Each homeless student shall have access to and shall be provided education services for which the student is eligible comparable to services provided to other students in the school, including career and technical education programs, gifted education programs, and school nutrition programs. Transportation services for homeless students shall be provided in accordance with applicable law and as generally described below.

B. Enrollment and School Stability.

Enrollment of a homeless student shall be immediate even if the homeless student lacks records routinely required prior to enrollment or has missed application or enrollment deadlines (academic, immunization, etc.). The District shall make arrangements to obtain any necessary records and to have the student receive any necessary immunizations. When feasible, the District shall seek immunization through no- or low-cost health care providers. If an expense is incurred, the District shall seek reimbursement through Medicaid if possible.

If a homeless student becomes permanently housed during the school year, the student shall no longer be considered homeless and may only continue enrollment in the District for the remainder of that school year.

C. Homeless Liaison.

The Superintendent shall appoint a staff member to serve as the local liaison for homeless students and their families/guardians (the "Homeless Liaison" or the "District Homeless Liaison"). The District shall provide training and other technical assistance to Homeless Liaison and other

appropriate District staff regarding the District's obligations to homeless students. Duties of the District Homeless Liaison shall be as provided in state and federal law, as well as local policies and procedures. The duties shall include, among others: procedures for identification, enrollment, transportation, dispute resolution for homeless students, as well as direct assistance shall be made in accordance with the accompanying regulation and applicable law.

Among other things, the District Homeless Liaison shall:

- a) assist in requesting the student's records;
- b) mediate and assist with disputes concerning school enrollment and homelessness determinations;
- c) assist in making transportation arrangements;
- d) ensure that homeless students receive the educational services for which they are eligible or entitled; e) coordinate with other Districts, entities, institutions and agencies to help assure that homeless children and youths are identified by school personnel;
- f) ensure that unaccompanied youth and/or parents of homeless students are informed of the educational and related opportunities available to homeless students;
- g) work to assure that parents/guardians of such students are provided with opportunities to participate in the education of their children (excepting instances when court or other protective orders indicate otherwise);
- h) ensure that unaccompanied youth and/or parents of homeless students are informed of all transportation services including transportation to the school of origin;
- i) assure that notice is publicly disseminated of the educational rights of homeless children and youths;
- j) coordinate with other Districts and with local social services agencies and other agencies or programs providing services to homeless students as needed;
- k) assist any unaccompanied youth with enrollment, credit accrual, and career and college readiness decisions;
- l) work with the Superintendent or designee to monitor regulations and guidance related to this policy that may be issued by applicable state and federal agencies (e.g., DCYF, NHDOE, and the U.S. Department of Education).

D. Enrollment Determinations for Homeless Students.

Enrollment determinations shall be based upon the best interests of the homeless student, with the presumption that keeping the homeless student in the school of origin is in the homeless student's best interests, except when doing so is contrary to the request of the parent/guardian, or if applicable, unaccompanied youth.

E. Transportation of Homeless Students.

Under McKinney-Vento, homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the homeless student is located outside of District boundaries but a determination has been made that the student shall remain in the school of origin within the District, or, if a homeless student is located within this District, but a determination had been made that the student shall remain in the school of origin outside of the District, then the two Districts shall agree on a method to apportion cost and responsibility for the student's transportation or share the cost and responsibility equally.

F. Dispute Resolution.

For any decision in the enrollment process of a homeless student, including any determination whether a living situation meets the definition of homeless, if the decision is in conflict with the wishes of the homeless student's parent/guardian, or, if applicable, the unaccompanied youth, the District shall provide a written explanation, in a manner and form understandable to the student's parent, guardian or unaccompanied youth. District personnel receiving enrollment requests or information pertaining to homeless students should immediately refer those request to the District Homeless Liaison and Superintendent's office.

In the event of a dispute, the District shall immediately enroll the student in the school in which the parent/guardian or unaccompanied youth seeks to enroll, which enrollment shall continue pending resolution of the dispute. Additionally, while enrollment disputes are pending, students have the right to participate fully in school and receive all services for which they would be eligible, as the definition of enrollment includes "attending classes and participating fully in school activities."

1. Notification of Appeal Process.

If the District seeks to place a homeless child in a school other than the school of origin or the school requested by the parent, or the District has determined that the living situation does not qualify as homeless ("eligibility decision"), the District shall inform the parent or the unaccompanied youth of the right to appeal. The District shall provide the parent or unaccompanied youth with written notice including:

- a. A succinct explanation of the child's placement/eligibility decision and contact information for the District Homeless Liaison, as well as the NHDOE State Coordinator for Education of Homeless Children and Youth;
- b. Notification of the parent's right to appeal(s);
- c. Notification of the right to enroll in the school of choice pending resolution of the dispute;
- d. A description of the dispute resolution process including a petition/appeal form that can be returned to the school to initiate the process and timelines; and
- e. A summary of the McKinney-Vento Act.

While the Superintendent or Homeless Liaison may prepare and make available forms for the process, use of such forms is not required to initiate the appeal process.

2. Appeal to the District Homeless Liaison – Level I.

- a. If the parent or unaccompanied youth disagrees with the District's placement decision, he/she/they may appeal by filing a written request for dispute resolution/appeal ("appeal") with the school, the District Homeless Liaison, or Superintendent. The request for dispute resolution should be submitted within fifteen business days of receiving notification of the District's placement.
- b. If the appeal/request for dispute resolution is submitted to the school or Superintendent, it will be immediately forwarded to the Homeless Liaison.
- c. The District Homeless Liaison must log the complaint including a brief description of the situation and reason for the dispute and the date and time of the appeal was filed. Upon receipt, the District Homeless Liaison will forward a copy of the appeal document to the Superintendent.
- d. Within five business days of the receiving the appeal, the Homeless Liaison must provide the parent or unaccompanied youth with a written decision and notification of the parent's right to further appeal, with a copy to the Superintendent. At this time, the Homeless Liaison will also provide to the parent or unaccompanied youth an "appeals package" consisting of a copy of the written decision, a copy of the original appeal document, and copies of any additional materials provided to the Homeless Liaison by the parent or unaccompanied youth.

3. Appeal to the Superintendent – Level II.

The parent or unaccompanied youth may appeal the Level I decision to the Superintendent or the Superintendent's designee, using the appeals package provided at Level I.

- a. The Superintendent/designee will arrange for a personal conference to be held with the parent or unaccompanied youth within five business days of receiving the Level I appeals package. (Upon the request of the parent or unaccompanied youth, this conference may be held telephonically).
- b. Within five business days of the conference with the parent or unaccompanied youth, the Superintendent/designee will provide that individual with a written decision with supporting evidence and notification of their right to appeal to NHDOE.
- c. The Superintendent/designee shall provide a copy of the Superintendent's decision to the District's Homeless Liaison, as well as the NHDOE State Coordinator for Education of Homeless Children and Youth.

G. Records.

The District shall maintain copies of all written decisions, appeals and notifications concerning eligibility or enrollment requests made under this policy for the same period as it does for Title I records.

Legal References:

20 U.S.C. 1232g (*Family Educational Rights and Privacy Act – "FERPA"*)
 20 U.S.C. 1701-1758 (*Equal Educational Opportunities Act of 1974 – "EEOA"*)
 20 U.S.C. 6313(c)(3) (*reservation of Title I funding for homeless children and youths*)
 42 U.S.C. §11431 and §11432 (*McKinney-Vento Homeless Assistance Act – Education for Homeless Children and Youth*)
Plyler v. Doe, 457 U.S. 202 (1982)
RSA 193:12, Legal Residence Required
NH Code of Administrative Rules, Section Ed 306.04(a)(19), Homeless Students

Revision Dates: 11/5/2019, 12/7/2010, 4/1/2003

Related Policies: EEA, JFA, JFAA, & JFABE

Last Modified by Lillian Sutton on December 7, 2020



Book	J: Students
Section	Series J
Title	DRAFT Administering Medication to Students
Code	JLCD
Status	Policy Committee Review
Adopted	May 4, 1993
Last Revised	September 1, 2020

DRAFT

ADMINISTERING MEDICATION TO STUDENTS

A. General Provisions for Administration of Medication.

Medication whether prescription or over-the-counter ("OTC"), shall only be administered to or taken by students during the school day in accordance with this policy, and the corresponding administrative procedures record-keeping found in **JLCD-R**.

This policy shall extend to any school-sponsored activity, event, or program.

Medication is to be administered by a school nurse, as defined in RSA 200:29 ("the school nurse"). The school nurse may delegate the administration of medication to others only as permitted under the New Hampshire Nurse Practice Act, and N.H. Code of Administrative Regulations Nur 404. If no such person is available, the building principal or the principal's designee is permitted to assist students in taking required medications by:

- i. making such medications available to the student as needed;
- ii. observing the student as he/she takes or does not take his/her medication; and
- iii. recording whether the student did or did not take his/her medication.

Whenever possible, medications, should not be taken during the school day. Upon receiving a request from the parent, guardian, or physician relative to a particular student's need for medication during school hours, the school nurse may contact the parent, or guardian to discuss whether the student should remain at home, or whether the medication should be taken before, during, and/or after school. The nurse may also inquire about any other medical conditions requiring medications and any special side effects, contraindications, and adverse reactions to be observed.

a. Prescription Medication will only be administered in school only after receiving and filing in the student's health record the following:

- a. A written statement from the licensed prescriber conforming to the requirements of N.H. Department of Education Rule 311.02 (i)(1) (included in District procedures **JLCD-R**).
- b. A written authorization from the parent/guardian as provided in N.H. Department of Education Rule 311.02 (i)(2) & (3) (included in District procedures **JLCD-R**).

b. Over-the-Counter Medication may be administered to a student with previous written authorization from the parent/guardian. The school nurse may, however, require a licensed prescriber's order, or further information/direction from a licensed health care provider (i.e., physician, advanced registered nurse practitioner, licensed physician's assistant or dentist), before administering an OTC medication to a student. The authorization shall contain the same information, with the same access, as is required relative to prescription medications.

To the extent consistent with New Hampshire's Nurse Practices Act, RSA 326-B, the school nurse may at his/her discretion accept verbal instructions from a licensed health care provider relative to administration of a prescription medication, and verbal instructions from a parent/guardian with respect to an OTC medication. In both instances, the verbal instructions shall be followed by written statements as provided above.

B. Emergency Administration of Medication.

The school nurse or other properly designated personnel may administer other medications to students in emergency situations provided such personnel has all training as is required by law, and is consistent with the provisions of Board policy **JLCE**. Students may self administer epinephrine in accordance with **section F** below.

C. Field Trips and School Sponsored Activities

A single dose of medication may be transferred by the school nurse from the original container to a newly labeled container for the purposes of field trips or school sponsored activities. For trips or activities necessitating more than one dose, special arrangements for administering medication must be approved by the school nurse or, in the school nurse's absence, the Principal.

D. Other Uses/Administration Prohibited.

No person shall share or otherwise administer any prescription or over-the counter medication with any student except as provided in this policy. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

E. Delivery, Storage and Disposal of Medication.

Medications provided by the student's parent/guardian may only be delivered to the school nurse or principal/principal's designee. All such medication should be delivered in its original container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse may maintain a supply of asthma related rescue medication. The school nurse may also determine the quantity of doses and type of epinephrine, prescribed in the school's name, to maintain.

F. Administration and Self-Administration of Epinephrine and Inhalers.

Students may possess and self-administer an epinephrine if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and healthcare provider must authorize such self-possession and self-administration. If a student finds it necessary to use his/her epinephrine, s/he shall immediately report to the nearest supervising adult. The school nurse or building principal may maintain at least one dose of epinephrine, provided by the student, in the nurse's office or other suitable location. Additionally, students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and healthcare

provider must authorize such self-possession and self-administration. Such authorization must include the same information required under **A.1** of this policy, and Policy **(**)**JLCE.

Other emergency medications, such as insulin, may be carried and self-administered by the student only with prior approval by the school nurse and written statements from a licensed health care provider and a parent/guardian and in the same manner as described in **A.1** of this Policy, and subject to other conditions as the school nurse may require.

The school nurse and designated personnel may administer a student's prescribed epinephrine, or school maintained epinephrine to any student during a severe allergic reaction.

G. Medication Records.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students. Such records shall be retained as required under Board policy **(**)**EHB, Data/Records Retention.

H. Implementation: Procedures and Protocols.

The Superintendent, in consultation with the school nurse(s), shall be responsible for establishing specific procedures necessary and appropriate to control (e.g., delivery, storage, authorization, record-keeping, reporting, etc.) medications in the schools. Such procedures shall be in writing, and coded as **(**)**JLCD-R. The procedures should be reviewed no less than every two years.

Additionally, and pursuant to N.H. Administrative Rule Ed. 311.02(k), each school nurse shall also develop and implement building specific protocols regarding receipt and safe storage of prescription medications.

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Statutes		Description
RSA 200:40		Emergency Care
RSA 200:40-b		Glucagon Injections
RSA 200:42		Possession and Use of Epinephrine Auto-Injectors Permitted
RSA 200:43		Use of Epinephrine Auto-Injector
RSA 200:44		Availability of Epinephrine Auto-Injector
RSA 200:44-a		Anaphylaxis Training Required
RSA 200:44-b		Supply of Epinephrine
RSA 200:45		Student Use of Epinephrine Auto-Injectors - Immunity
RSA 200:46		Possession and Self-Administration of Asthma Inhalers Permitted
RSA 200:47		Use of Asthma Medications by Students - Immunity
RSA 200:54		Supply of Bronchodilators, Spacers or Nebulizers
RSA 200:55		Administration of Bronchodilator, Space or Nebulizer
RSA 326-B		Nurse Practices Act
NH Dept of Ed Regulation		Description
N.H. Code Admin. Rules Ed 311.02(d)		Medication During School Day
N.H. Code Admin. Rules Nur 404		Ongoing Requirements
Cross References		
Code		Description
EBBB		Accident Reports
EBBC		Emergency Care and First Aid (dually coded with JLCE)
EBBC-R(1)		Emergency Care and First Aid (dually coded with JLCE) - First Aid Directions/Emergency Care for Sickness and Accidents
EHB		Data/Records Retention
EHB-R(1)		Data/Records Retention - Local Records Retention Schedule
JLC		Student Health Services & School Nurses
JLCA		Physical Examinations of Students
JLCA-R(1)		Physical Examinations of Students - Family Physician's Report of Physical Examination
JLCDA		Medical Treatment - Parental Consent
JLCE		Emergency Care And First Aid (dually coded with EBBC)
Last Modified by Kristen Noonan on July 14, 2026		



Book	J: Students
Section	Series J
Title	Administering Medication to Students
Code	JLCD
Status	Active
Adopted	May 4, 1993
Last Revised	September 1, 2020

ADMINISTERING MEDICATION TO STUDENTS

A. General Provisions for Administration of Medication.

Medication whether prescription or over-the-counter (“OTC”), shall only be administered to or taken by students during the school day in accordance with this policy, and the corresponding administrative procedures record-keeping found in JLCD-R.

This policy shall extend to any school-sponsored activity, event, or program.

Medication is to be administered by a school nurse, as defined in RSA 200:29 (“the school nurse”). The school nurse may delegate the administration of medication to others only as permitted under the New Hampshire Nurse Practice Act, and N.H. Code of Administrative Regulations Nur 404. If no such person is available, the building principal or the principal’s designee is permitted to assist students in taking required medications by:

- i. making such medications available to the student as needed;
- ii. observing the student as he/she takes or does not take his/her medication; and
- iii. recording whether the student did or did not take his/her medication.

Whenever possible, medications, should not be taken during the school day. Upon receiving a request from the parent, guardian, or physician relative to a particular student's need for medication during school hours, the school nurse may contact the parent, or guardian to discuss whether the student should remain at home, or whether the medication should be taken before, during, and/or after school. The nurse may also inquire about any other medical conditions requiring medications and any special side effects, contraindications, and adverse reactions to be observed.

1. Prescription Medication will be only be administered in school only after receiving and filing in the student's health record the following:

- a. A written statement from the licensed prescriber conforming to the requirements of N.H. Department of Education Rule 311.02 (i)(1) (included in District procedures JLCD-R.
- b. A written authorization from the parent/guardian as provided in N.H. Department of Education Rule 311.02 (i)(2) & (3) (included in District procedures JLCD-R.

2. Over-the-Counter Medication may be administered to a student with previous written authorization from the parent/guardian. The school nurse may, however, require a licensed prescriber’s order, or further information/direction from a licensed health care provider (i.e., physician, advanced registered nurse practitioner, licensed physician’s assistant or dentist), before administering an OTC medication to a student. The authorization shall contain the same information, with the same access, as is required relative to prescription medications.

To the extent consistent with New Hampshire’s Nurse Practices Act, RSA 326-B, the school nurse may at his/her discretion accept verbal instructions from a licensed health care provider relative to administration of a prescription medication, and verbal instructions from a parent/guardian with respect to an OTC medication. In both instances, the verbal instructions shall be followed by written statements as provided above.

B. Emergency Administration of Medication.

The school nurse or other properly designated personnel may administer other medications to students in emergency situations provided such personnel has all training as is required by law and is consistent with the provisions of Board policy JLCE.

C. Field Trips and School Sponsored Activities

A single dose of medication may be transferred by the school nurse from the original container to a newly labeled container for the purposes of field trips or school-sponsored activities. For trips or activities necessitating more than one dose, special arrangements for administering medication must be approved by the school nurse or, in the school nurse’s absence, the Principal.

D. Other Uses/Administration Prohibited.

No person shall share or otherwise administer any prescription or over-the-counter medication with any student except as provided in this policy. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

E. Delivery, Storage and Disposal of Medication.

Medications provided by the student's parent/guardian may only be delivered to the school nurse or principal/principal's designee. All such medication should be delivered in its original container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse may maintain a supply of asthma-related rescue medication and the emergency medication epinephrine

F. Administration and Self-Administration of Epinephrine Auto-Injectors and Inhalers.

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to the nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location. Additionally, students may possess and self-administer a metered-dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. Such authorization must include the same information required under A.1 of this policy.

Other emergency medications, such as insulin, may be carried and self-administered by the student only with prior approval by the school nurse and written statements from a licensed health care provider and a parent/guardian and in the same manner as described in A.1 of this Policy, and subject to other conditions as the school nurse may require.

G. Medication Records.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students. Such records shall be retained as required under Board policy EHB, Data/Records Retention.

H. Implementation: Procedures and Protocols.

The Superintendent, in consultation with the school nurse(s), shall be responsible for establishing specific procedures necessary and appropriate to control (e.g., delivery, storage, authorization, record-keeping, reporting, etc.) medications in the schools. Such procedures shall be in writing and coded as JLCD-R. The procedures should be reviewed no less than every two years.

Additionally, and pursuant to N.H. Administrative Rule Ed. 311.02(k), each school nurse shall also develop and implement building-specific protocols regarding receipt and safe storage of prescription medications.

Legal References:

RSA 200:40-b, Glucagon Injections
 RSA 200:42, Possession and Use of Epinephrine Auto-Injectors Permitted
 RSA 200:43, Use of Epinephrine Auto-Injector
 RSA 200:44, Availability of Epinephrine Auto-Injector
 RSA 200:44-a, Anaphylaxis Training Required
 RSA 200:45, Student Use of Epinephrine Auto-Injectors - Immunity
 RSA 200:46, Possession and Self-Administration of Asthma Inhalers Permitted
 RSA 200:47, Use of Asthma Medications by Students - Immunity
 RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers
 RSA 200:55, Administration of Bronchodilator, Space or Nebulizer
 RSA 326-B, Nurse Practices Act
 N.H. Code of Administrative Rules, Ed. 306.12(b)(2), Special Physical Health Needs of Students
 N.H. Code of Administrative Rules, Ed. 311.02(d); Medication During School Day
 N.H. Code of Administrative Rules, Nur 404; Ongoing Requirements

Revision Dates: 9/1/2020, 10/1/2001; 11/01/1999, 07/01/1998, 03/15/2016, 6/19/2018

Last Modified by Lillian Sutton on July 26, 2021

Policy Motions and Actions from August 4, 2026

JFABD: Admission of Homeless Children and Unaccompanied Youth

MOTION: *To update policy JFABD with NHSBA sample policy and committee minor edit.*

- Required by law
 - Two small additions
 - Move the word “confidential” under “C”
 - NHSBA Note: Sample policy JFABD has been revised to include specific language in Sections C, & G-I as requested by NHED and relating to requirements of McKinney-Vento Act that the housing circumstances and living situation of a student protected under the act is confidential information, and may not be considered directory information under FERPA or any corresponding district policy (e.g., sample JRA), as well as language in Section B relating to the rights of formerly homeless students who become housed during the school year.
-

JLCD: Administering Medication to Students

MOTION: *To update policy JLCD with NHSBA sample policy.*

- Priority/Required by Law
 - NHSBA Note: Revisions include 2025 amendments to RSA 200:42 - 45 (2025 NH Laws Chapter 204:2 (HB677)) relative to authorization, training, use, and supply self-administration by students of Epinephrine in the schools.
-

EBCA: Crisis Prevention and Emergency Response Plan

MOTION: *To update policy EBCA with NHSBA sample policy and committee edits.*

- Priority/Required by Law
 - NHSBA Note: Revised to include definition of school property as required by revised Ed 306.04(b)(2), with additional minor grammatical and formatting changes. Additionally, the category was changed from "Recommended" to "Priority/Required." Although not specifically required itself, the EOP discussed in Section A is statutorily required, as are multiple other "plans" referenced throughout.
-

EHB: Data/Records Retention

MOTION: *To update policy EHB with NHSBA sample policy.*

- Priority/Required by Law
 - NHSBA Note: Revisions include: (1) included a specific definition for the meaning of record, using language better aligning to the definition of governmental record" in RSA 91-A:1-a; (2) added a provision outlining the amorphous relationship of certain student records to various legal requirements; and (3) added a provision relating to records connected to use of Federal Funds as required by policy DAF.
-

AC: Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan

MOTION: *To update policy AC with NHSBA sample policy.*

- Priority / Required
 - NHSBA Note: Revised to include required general provision relating to consequences (required by various statutes), and additional minor corrections and clarifications. Special Note - Many districts have adopted policies other than NHSBA's policies relative to discrimination, harassment, etc., and used different policy codes than NHSBA. Districts should take extra care to cross-reference according to their own policies and policy codes.
-

ACA: Discrimination and Harassment Grievance Procedure

MOTION: *To update policy ACA with NHSBA sample policy with committee edits.*

- Priority / Required
 - NHSBA Note: Revisions include (1) changes to better align Level III procedures with Ed 204.01, (2) clarify employee/volunteer reporting requirements, (c) corrections to formatting errors that occurred in the earlier uploading process.
-

Monadnock Regional School District (MRSD)
School Board Meeting Minutes
August 11, 2026 (Not Yet Approved)
MRMHS Library, Swanzey, NH

School Board Members Present: Lisa Steadman, Rachel Vogt, Brian Bohannon, Gina Carraro, Hannah Blood, Scott Peters and Christina Pierce. **Absent:** Jennifer Strimbeck, Kristen Noonan, Melissa Diven, Edmond LaPlante, Betty Tatro and Unassigned from Fitzwilliam.

Administration Present: J. Rathbun, Superintendent, Lisa Spencer, Assistant Superintendent and J. Morin, Business Administrator.

1. CALL THE MEETING TO ORDER at 7:00 PM: S. Peters opened the meeting at 7:00 PM.

2. PUBLIC COMMENTS: There were no Public Comments.

3. MATTERS FOR INFORMATION & DISCUSSION:

a. Review Student Handbook: J. Rathbun explained that there are several changes in policy which were updated in the handbook. Also they adjusted the practice to what the District is doing. The NH law regarding the parents bill of rights was added and it is required by law.

b. Bus Incident Update: After a citizen had questions about the bus accident J. Rathbun gave an update. Primex is not a party to the insurance issue. The district thought First Student was giving information to the parents but apparently not. J. Rathbun and J. Morin reached out to First Student and a meeting was held. At that time there was no State Police Report. J. Rathbun and J. Morin gave the contact information and the claim number to the parents. First Student said they will pay the medical bills. There was a comment during Public Comments that said the District needs to do more. J. Rathbun said the district did everything to help. J. O'Shaughnessy, the attorney for the District, said we need to be supportive but not get involved. J. Rathbun commented that at this point we have not heard from parents. If there is a push to act, we will reach out to the legal team.

c. Marzano Work Update: J. Rathbun congratulated L. Spencer for really pushing the Marzano work out to all. The District has reached Level One and is the only District in the State to do so. Level One is School Safety. Level Two includes stakeholders and teachers, effective instruction. There is a lot of work happening for next year regarding strategic planning. The Board asked for the Marzano Program information and how it is meeting standards. B.Bohannon would like to celebrate this accomplishment. Communicate it to the public. J. Rathbun explained he has a press release going out.

d. 2-year Counseling Model: L. Weideman explained that she worked with the School Counseling Team to create a comprehensive School Counseling Plan. It needs to be presented to the Board and approved. She made the presentation to the Board. The Mission Statement, the Program Components and 3 sets of standards were explained. There are no

changes in staff for the next level. Each staff member has Masters Training which they have received through their schooling. **MOTION:** L. Steadman **MOVED** to accept the 2-year Comprehensive School Counseling Plan for the 2026-27 and 2027-28 School Year. **SECOND:** C. Pierce. **VOTE:** 6.687/0/0/6.313. **Motion passes.**

e. **Update on Hiring:** J. Rathbun explained that they are still in need of paraprofessionals, a School Psychologist and a BCBA. We have a plan to contract substitutes. There is a concern regarding Gilsum and a triple grade. The principal may have to teach. There is a concern regarding a 9th grade Earth Science Teacher. B. Gottheimer has a Science teacher interview. We have plans in place. B. Bohannon commented that there are a lot more teachers leaving than in previous years. J. Rathbun explained that people are leaving the profession or leaving the State. We have lost a lot of young teachers. J. Rathbun explained the district has hired a lot over the summer. It was a group effort.

f. **Policies for First Read:**

i. **JFABD: Admission of Homeless Children and Unaccompanied Youth:**

ii. **JLCD: Administering Medication to Students:**

iii. **EBCA: Crisis Prevention and Emergency Response Plan:**

iv. **EHB: Data/Records Retention:**

v. **AC: Nondiscrimination, Equal Opportunity Employment, and Anti-Discrimination Plan:**

vi. **ACA: Discrimination and Harassment Grievance Procedure:** The Board was asked to review the policies for a vote at the next meeting.

4. MATTERS THAT REQUIRE BOARD ACTION:

a. **Update POS-Physical Science to replace Earth Science:** In previous years the District switched from Physical Science to Earth Science. The District would like to change it back. This will give the students the opportunity to be exposed to Physical Science which is on the State Testing. L.Spencer gave the rationale for the switch. J. Naso can make this curriculum very exciting. It was explained that it is easier to hire a Physical Science teacher. **MOTION:** B. Bohannon. **MOVED** to approve the change from Earth Science to Physical Science as presented by the administration. **VOTE:** 6.687/0/0/6.313.**Motion passes.**

b. **Annual Audit: Required Board Survey:** Each year the Board is asked to participate in the google survey regarding the recent Audit process. The Board Member can reach out to the Auditors if they want their answers confidential. The Board is asked to return their answers by the next Board Meeting. J. Rathbun attended a School Law Conference. Our annual audit and the surveys keep us where we need to be, our practices were called out.

c. **MRMHS Exchange Student:** J. Rathbun explained that there is an exchange student from Germany who would like to attend Monadnock. The student is in 10th grade. All of the boxes have been checked. **MOTION:** L.Steadman **MOVED** to approve the Exchange student from Germany to attend MRMHS. **SECOND:** H. Blood. **VOTE:** 6.687/0/0/6.313. **Motion passes.**

d. Approve the July 21, 2026 SEALED Non-Public Meeting Minutes:
MOTION: S.Peters **MOVED** to approve the July 21, 2026 SEALED Non-Public Meeting Minutes with the recommended change as presented. **SECOND:** H. Blood. **VOTE:** 6.687/0/0/6.313. **Motion passes.**

e. Approve the Consent Agenda: July 21, 2026 Public and Non-Public Meeting Minutes, the FY26 Manifest \$5,898.99 and the FY27 Manifest \$2,964,216.84: **MOTION:** C.Pierce **MOVED** to approve the July 21, 2026 Public and Non-Public Meeting Minutes, the FY26 Manifest in the amount of \$5,898.99 and the FY27 Manifest in the amount of \$2,964,216.84. **SECOND:** H. Blood. **VOTE:** 6.687/0/0/6.313. **Motion passes.**

f. Update on Construction Project: J. Rathbun explained that there is an issue at Troy School. There was asbestos that was not identified in the Ohara Report. When Hutter began to peel away the flooring it was identified. This is not the fault of Hutter or any of the contractors. Because the classroom will not be ready for the first day of school we will be shifting one of the classrooms to the stage for a few weeks only. Gilsum is ready to go as planned. The addition is awesome. J. Rathbun would suggest the Board consider September or October for the Board Meeting at the MTC location.

5. SETTING NEXT MEETING'S AGENDA:

- a. September 1, 2026**
 - i. Set guardrails for proposed budget**

6. PUBLIC COMMENTS: There were no public comments.

7. 8:00 PM ENTER INTO NON-PUBLIC SESSION: Non-Public Session RSA 91-A:3 II (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. **MOTION:** Brian Bohannon **MOVED** to enter Non-Public Session RSA 91-A:3 II (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community. **SECOND:** H. Blood. **VOTE:** 6.687/0/0/6.313. **Motion passes.**

8. 8:12 PM ENTER INTO NON-PUBLIC SESSION: Non-Public Session under RSA 91-A:3 II (k) Consideration by a School Board of entering into a student or pupil tuition contract: **MOTION:** C.Pierce **MOVED** to enter into Non-Public Session under RSA 91-A:3 II (k) Consideration by a School Board of entering into a student or pupil tuition contract. **SECOND:** H. Blood. **VOTE:** 6.687/0/0/6.313. **Motion passes.**

9. SEALING OF NON-PUBLIC MINUTES: MOTION: R. Vogt **MOVED** to seal the 8:12 PM August 11, 2026 (k) Non-Public Meeting Minutes until August 11, 2036. **SECOND:** C.Pierce **VOTE:** 6.687/0/0/6.313. **Motion passes.**

10. MOTION TO ADJOURN: MOTION: H.Blood **MOVED** to adjourn the meeting at 8:34 PM. **SECOND:** B.Bohannon. **VOTE:** 6.687/0/0/6.313. **Motion passes.**

Respectfully submitted,

Laura L. Aivaliotis
Recording Secretary

VOTING KEY:Yes/No/Abstain/Absent

**Monadnock Regional School District
School Board Meeting Minutes
Non-Public Session (Not Yet Approved)
August 11, 2026
MRMHS Library, Swanzey, NH**

Members Present: Lisa Steadman, Rachel Vogt, Scott Peters, Gina Carraro, Brian Bohannon, Hannah Blood and Christina Pierce **Absent:** Melissa Diven, Kristen Noonan, Ed LaPlante, Betty Tatro, Jennifer Strimbeck and Unassigned from Fitzwilliam.

Administration Present: J. Rathbun, Superintendent, L. Spencer, Assistant Superintendent and J. Morin, Business Administrator.

8:00 PM Non-Public Session RSA 91-A:3 II (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

Issue #1: J. Rathbun explained that the administration had been working with O'Shaughnessy regarding the sale of Cutler. It was discovered that there is a clean title and the Board must get permission to sell the building. It is not a charitable trust. It is the same situation as the Carpenter House. The Board must have a Public Hearing before the next Board Meeting. The administration will ask the NH Charitable Trust Foundation to dissolve the current trust and allow the building to be sold. J. O'Shaughnessy does not see an issue with the NH Charitable Trust Foundation. S. Peters will reach out to E. Sheldon, Chair of the Budget Committee.

MOTION: C.Pierce **MOVED** to leave non-public session (d) and enter into (k). **SECOND:** H. Blood **VOTE:** 6.687/0/0/6.313. **Motion passes.**

Respectfully submitted,

**Laura L. Aivaliotis
Recording Secretary**